

HUMAN  
RESOURCES  
DATA  
SYSTEM

USERS' MANUAL

NEW EDITION

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## 1. INTRODUCTION

HRDS is an on-line, integrated, and fully automated information and data retrieval system that contains Department-wide human resources data obtained from the USDA National Finance Center personnel/payroll system. HRDS provides users with access to 190+ reports that contain employee personnel, performance, award, salary, leave, training, retirement, attrition, financial and benefit cost and organizational data. Data can be accessed using a desk top personal computer. An on-line index, multi-file download, menu system and data dictionary can be used to locate specific human resources information. HRDS information can be accessed on-screen (in read-only format) and in hardcopy. HRDS can also format information into electronic files that can be utilized in other computer media.

The HRDS data base system resides on a 3090 mainframe computer at the Department of Commerce Computer Center, located in Springfield, Virginia. HRDS files are electronically updated bi-weekly.

### **The Players Involved**

Senior Management: At the Bureau level, senior management identifies new users according to the human resources data requirements that are needed to perform regular and recurring functions or tasks. HRDS is deployed at all Bureaus.

HRO & System Administrators: A System Administrator is located in each Human Resources Office (HRO). The System Administrator trains new users, establishes new user IDs and data access levels, provides copies of manuals, insures that personal computers (and telecommunications software) enable users to access HRDS, and serves as a contact point for problems. In some cases, the System Administrator works with the Office of Human Resources staff to resolve unique technical or data problems or to test new enhancements.

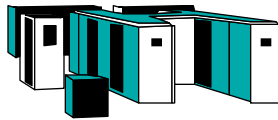
Users: Users access the HRDS data. Users are responsible for the security of their passwords and IDs (i.e., each ID is to be used exclusively by the assigned user) and insuring that the data is used in accordance with the Privacy Act. Users report system problems directly to their assigned System Administrators.

Department: The Office of Human Resources Management continues to develop and update the system as well as manage programmatic aspects for Department of Commerce users. Each Bureau's computer technical support organization provides computer support necessary for their users. The Office of Computer Services (OCS) manages the HRDS data base at the Springfield Computer Center. OCS also provides expertise regarding HRDS connectivity issues.

Outside the Department: HRDS is being marketed for adoption by other Federal agencies. As of Fall, 1996 -- Non-Commerce HRDS users will include the U.S. Customs Service, the Financial Management Service, the Treasury Department's Office of the Director, the Smithsonian Institute and the U.S. Bureau of the Mint.

## **The HRDS User Manual**

This HRDS user manual provides detailed instructions for users on all major HRDS components. Because system access is tailored to meet each user's specific job assignment needs, some chapters of this manual may not be applicable to all users. For more information on each of the HRDS components discussed in this manual, users should consult with their System Administrator.



NFC



USERS  
ON-LINE

## 2. ACCESSING THE HUMAN RESOURCES DATA SYSTEM

### To Access via Banyan (Autokey)

1. When prompted, enter your user ID and password, and press <ENTER>. Processing of your login will take a few seconds.
2. The HRDS welcome banner will appear. Press <ENTER>. The Privacy Act notice and bulletin board will appear. Press <ENTER> again. You are now at the HRDS Main Menu.



**NOTE:** To activate the numbered command options at the bottom of each screen (e.g. **3/Quit** or **8/Forward**) you will need to press a combination of the ALT key and the appropriate number key. (e.g., <ALT><3> activates the **3/Quit** command.) You may also simply place the cursor on a desired command option and press <ENTER>.

### To Access via Banyan (w/o Autokey)

1. At the DOS prompt, type R3270 and press <ENTER>.
2. Type 3270 and press <ENTER>.
3. At the DOC/OCS Welcome Screen, type SWITCH, and press <ENTER>.
4. Next the SWITCH MENU will appear. Select M204B1.
5. Enter your user ID (LOGON OPEXXX), at the ">" prompt, press <ENTER>.
6. Enter your password when requested to do so, press <ENTER>.
7. Type 'HRDS', press <ENTER>.
8. You are now at the Main Menu for HRDS; proceed as instructed by the screens.



**NOTE:** To activate the numbered command options at the bottom of each screen (e.g. **3/Quit** or **8/Forward**) you will need to press a combination of the ALT key and the appropriate number key. (e.g., <ALT><3> activates the **3/Quit** command.) You may also simply place the cursor on the desired command option and press <ENTER>.

**To Access via Dial-in using SimPC**

Custom scripting for SimPC software is available from the Department's Office of Computer Services (OCS) that greatly simplifies the procedures for connecting to the Computer Center. Contact OCS on (703) 487-4747 for more information on SimPC dial-up support. (The instructions that follow assume that you are using SimPC with custom scripting from OCS.)

1. At the MS/DOS prompt, type SIMPC and press <ENTER>, or if HRDS access has been installed in your Windows environment, double-click on the HRDS icon.
2. Place the cursor on the "Connect to Host" prompt and press <ENTER>.
3. Place the cursor on the "Direct Dial OCS-3270" prompt and press the space bar. When you see a checkmark (✓) appear beside this option, press <ENTER>.
4. SimPC will then initiate the connection to the Computer Center, routing you to the Model 204 DBMS where HRDS resides.
5. A window will appear requesting your Application User ID and Application password. This same window allows to optionally specify a new password. Remember, you must supply your current password when entering a new password. Use the TAB key to move the cursor between fields in this window, and press <ENTER> after you have filled in, at least, the User ID and password fields.
6. If you have entered your User ID or password incorrectly, or if your password has expired, the window described in Step 5 will reappear. Re-enter your User ID, password, and if necessary a new password, and press <ENTER>. (Passwords expire, and must be replaced every sixty (60) days.)
7. After successfully supplying your user ID and password, SimPC scripting will invoke the HRDS system for you.
8. The HRDS welcome banner will appear. Press <ENTER>. The Privacy Act notice will appear. Press <ENTER>. You are now at the HRDS MAIN MENU.



**To Access via Dial-in Using Procomm Plus or Crosstalk**

(NOTE: This access method is not recommended for users wishing to print or download data from HRDS and is not supported by the HRDS program staff.)

**COMMUNICATIONS SOFTWARE SETTINGS:**

DATA BITS:	7
STOP BITS:	1
PARITY:	EVEN
DUPLEX	FULL
SPEED:	up to 9600 baud connection, V.42, and MNP5
TELEPHONE NO.:	703-487-4560
TERMINAL EMULATION:	VT-100 Recommended, but the CX-80 Protocol Converter supports 83 different terminal types.

1. After configuring your communications software for the settings above, establish a connection with the Computer Center. (In the Washington, DC area dial (703)487-4560.
2. When the connection has been established, wait 6 seconds then press <ENTER> to bring up the CX-80 Protocol Converter prompt for your terminal type.
3. If you are emulating a VT-100 terminal, enter 32 at this prompt. (Enter H at this prompt if you are NOT emulating a VT-100 and want to pick from a list of supported terminals and their ID numbers).
4. Next you will see the CX-80 Bulletin Board screen. Press <ENTER> to continue to the CX-80 Connection Menu. Select 1 from this menu and press <ENTER>.
5. The next screen will be the OCS Warning screen. Type SWITCH to get to the Application Selection Screen.
6. Select M204B1 from the Application Selection Screen.
7. At the prompt, login to the M204B1 system by typing, 'LOGON' and your user ID and press <ENTER> (e.g., LOGON OPEXYZ <ENTER>), and then type your password when requested to do so and press <ENTER>.
8. After you logon, type 'HRDS' at the prompt. Press <ENTER> at the HRDS welcome banner screen and again at the Privacy Act notice screen. You are now at the HRDS MAIN MENU.

**Selecting a Report**

There are four methods to navigate through the menu screens and select a report in the HRDS menu system. These methods are:

1. At each menu, enter one of the menu's selection numbers at the arrow selection prompt (==>).
2. Using the tab key, place the cursor on one of the menu's selection numbers, and press <ENTER>.
3. Expert Mode: It is possible to run any report using the report's menu ID. At the arrow prompt (==>) type an equal sign (=) and the report number (e.g., =1.1.1.8) for the report that you wish to retrieve. Then press <ENTER>. The report selected will automatically begin processing at the first selection screen for that report.

**Quick Print & ASCII File Creation Using Banyan with Autokey**

This method should be used when you do not know ahead of time what report you will want to print. To use the quick print method, follow these procedures.

1. Select the desired report.
2. Proceed through the various selection screens.
3. While viewing the report, select quick print by pressing <ALT><9> (**9/Print**).
4. When report processing is completed, the menu will reappear instructing you to press <F3> followed by <F9>. **Here you must use the function keys at the top of your keyboard.**
5. When prompted by the print/file selection screen, enter a "P" to print the report, "F" to send the report to an ASCII electronic file, or "B" to accomplish both actions.
6. When the printing is completed, you will be returned to the HRDS menu for the report you just printed.





**Quick Print Using SimPC**

This method should be used when you do not know ahead of time what report you will want to print. To use the quick print method, follow these procedures.

1. Select the desired report.
2. Proceed through the various selection screens.
3. While viewing the report, select quick print by pressing PC Function key F9.
4. When report processing is completed, the menu will reappear instructing you to press <ALT><P>.
5. After press <ALT><P>, SimPC scripting will initiate the printing setup, as indicated by a flashing **WORKING** at the bottom right corner of the screen. When the flashing **WORKING** changes to **PROCEED** press PC Function key F1 to initiate the printing.
6. When the printing is completed, press PC Function key F3 to return to the HRDS menu for the report you just printed.

**Moving Around Within A Report****COMMON KEY STROKES**

<u>Command Option</u>	<u>BANYAN</u>	<u>SIMPC/NETWORKS</u>
Main Menu	<ALT><2>	<F2>
Quit	<ALT><3>	<F3>
Previous Menu	<ALT><4>	<F4>
Top	<ALT><5>	<F5>
Bottom	<ALT><6>	<F6>
Page Backward	<ALT><7>	<F7>
Page Forward	<ALT><8>	<F8>
Print	<ALT><9>	<F9>
Page Left	<ALT><10>	<F10>
Page Right	<ALT><->	<F11>

## To Exit HRDS



1. From any menu screen, choose the **3/Quit** command option, position the cursor on the option that says "Yes I would like to exit HRDS" and press <ENTER>.
2. You will be returned to the 'SWITCH' Application Selection Screen menu. Type 'LOGOFF', press <ENTER>.
3. After typing LOGOFF from the Switch Application Selection Screen, Banyan users press PC Function key F3 followed by F7 to release the mainframe computer session. Additionally, Banyan users without Autokey should type REL3270 <ENTER> at the DOS prompt to free up additional memory on their PCs.

SimPC users press <Ctrl><D> to hang up the modem, then press <Alt><Q> to end the SimPC program.

## Entering a New Password

1. You may change your password on the HRDS Login/Banner Screen. First enter your old password in the current (top) password field.
2. Then enter a new password in the new (lower) password field.
3. Press <ENTER> and the new password will automatically go into effect.

### 3. FREQUENTLY USED REPORTS

The following list identifies the most frequently used reports by menu ID and report category. This list can be used for quick reference.

<u>REPORT NAME AND REPORT CATEGORY</u>	<u>MENU ID</u>
--	----------------

Employee Detail Reports:

● Employee Profile	1.1.6.5
● Organization Roster	1.1.1.5
● Retirement Eligibility Report	1.1.3.3
● Employee Review	1.1.6.1
● Employee List by Name	1.1.1.3.3
● Birthday Report	1.1.1.20
● Employee Leave Profile	1.1.2.4
● Employee Listing by Grade	1.1.1.3.1
● Employee Listing By Name (3-years)	1.1.7.1.2
● Employee Salary Profile	1.1.2.5
● Honor Awards Data Report	1.1.7.50
● Employee Report by Occ Series	1.1.1.4
● Employee By Org w/Award Data	1.1.7.40
● Employee Personal Info Sheet	1.1.6.10
● Promotion NTE Tickler	1.1.1.7

Statistical (Aggregate) Reports:

● Total Employment by Organization	1.1.9.4.2
● Distribution by Pay Plan	1.1.9.3
● Appointment Status/Work Schedule	1.1.9.2
● Employee Counts by Org & Duty Station	1.1.9.4.4
● Average Grade by Org	1.1.9.10
● Number of Employees in Core Occupations	1.1.9.1.1
● Attrition by Organization	1.1.9.30.1
● Total Employment by PATCO	1.1.9.4.1
● Financial Projection Summary	1.1.9.12
● Average Salary by Organization	1.1.9.9
● FTP Grade 14 and above Report	1.1.9.16

Planner Reports:

- Financial Disclosure Filers 1.1.8.10
- Employee by Name Report 1.1.8.3
- Within-grade Tickler 1.1.8.5
- Procurement Integrity Act Filers 1.1.8.11
- Financial Projection Detail Report 1.1.8.41
- Voluntary Separation Incentive Program Report 1.1.8.20.2
- Employee Data by Appropriation 1.1.8.23.3
- Salary Report by Series 1.1.8.22
- Annual Leave Report 1.1.8.23.1

HR Reports:

- Employee Info Summary 1.1.20.1.10
- Employee Report by Pay Plan 1.1.20.1.1

Civil Rights Reports:

- Total Employment by RNO & Gender 1.1.12.10
- Counts by RNO and Gender 1.1.12.1.1
- Core Occupations by RNO 1.1.12.11

\*For the period 1/1/96 to 7/25/96.



Reminder - Depending on each individual's access authorization, menus, screens and reports may appear differently. Users will only see menu options for reports to which they have been granted access.

#### 4. GETTING ACCESS TO HRDS

##### How to Establish an Account with the Office of Computer Services



For offices that are new to HRDS, establishing new user access requires the completion of an SEC 696 "Service Request" form for the Office of Computer Services. This document establishes an obligation for the user's organization to pay for actual connect time and batch print charges to the Springfield Computer Center. **Please note that we advise users to be judicious in selecting the batch print mode for printing reports as charges can get fairly expensive.** Offices that have already established accounts should follow the instructions below.

##### Requesting Access to the System

Requests for HRDS access must be made in writing and be made to the requesting user's Human Resources Manager.

The following information items must be included:

Name (full name including middle initial), organization, phone, title and functions of proposed user, and OCS account number to which computer costs are to be charged.

Access may be granted to restricted, planner, EEO, or aggregate reports, or to all of these types, depending on the duties of the proposed user. Use of the download module is based on the level of access granted for restricted reports.

The user's assigned System Administrator is located in the servicing personnel office. The System Administrator will establish the new user's system access within HRDS after receiving access approval by the user's servicing Human Resources Manager and upon notification that an OCS account has been established.

The System Administrator will provide information on the HRDS ID and how to gain initial entry into HRDS using a start-up password. The System Administrator may also make introductory training available, if needed.

## **Using and Maintaining HRDS Passwords**



Due to the sensitive personnel-related information and the Privacy Act, each HRDS user **MUST** have an individual password. Each user will choose their own password. Divulging a HRDS password to anyone is a security violation and may result in disciplinary action. Users have access to personnel information covered by the Privacy Act based on level of responsibility, therefore, users need to protect access to this information. Passwords:

1. Should be different from your network logon password if you access HRDS via the BANYAN network.
2. Must be 4 to 8 characters long, consisting of only the characters A-Z and 0-9. Special characters (spaces, periods, commas, underscores, etc.) are not valid.
3. HRDS Users will be prompted to change their password every sixty (60) days. HRDS passwords may be changed at any time.

## **Changing a Password**

When you sign on to HRDS, you are prompted for your password. Enter your initial password in the first password field and enter a new password in the second, new password field. Then press enter. Banyan Autokey and SimPC users should use the NEW PASSWORD prompts provided in the HRDS access scripts to change their passwords.

NOTE: If you forget your password, you must call your assigned System Administrator in the servicing Personnel office.

## **Users that Change Organizations or Leave the Department**

If an employee who has access to HRDS moves to another position or leaves the Department, the Administrative Officer is responsible for notifying the System Administrator in the servicing Personnel office to discontinue access. The employee will not be able to access and view information for a new organization until the gaining Office Director has obtained approval via a formal request to the new servicing Human Resources Manager.

## **5. SYSTEM SECURITY**

Data security and restricted access control is a major component of the system. The following controls and safeguards have been incorporated:

- HRDS users gain access through the use of unique User IDs and passwords.
- Users have the ability to view or print preprogrammed reports within the system under defined parameters.
- Depending on each user's access rights, menus and selection screens will vary.

Access will generally be granted as follows:

### **MANAGERS/SUPERVISORS**

- data on employees (direct chain)
- statistical EEO data
- aggregate Department/bureau data

### **ADMINISTRATIVE OFFICERS**

- data on employees (service area)
- statistical EEO data
- aggregate Department/bureau data

### **PLANNERS**

- tickler and financial data on employees (service population)
- aggregate Department/bureau data

### **HEADS OF OPERATING UNITS**

### **IMMEDIATE SUPERVISORS/PERSONNEL OFFICERS**

- data on SES staff
- data on Presidential Appointees

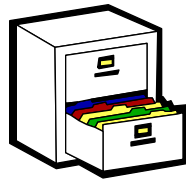
Additional access will be considered by the Director of Human Resource Management with justification of "need to know".



## 6. ORGANIZATION OF THE REPORTS

The HRDS menu system is based on a multi-level design for ease of use in finding and selecting the desired report. The first-level menu organizes reports into categories by logical report groupings and access view, while the sub-level menus offer specific reports within each category. The reports are categorized in the following manner: General Employee Reports, Salary, Age, Length of Service, Academic, Employee Review, Performance Evaluations and Awards, Forms, and EEO Distribution Reports. Other categories are the Aggregate Reports and the Lookup Tables for personnel related codes and descriptions. Also, grouped together on the sub-menus are reports which are very similar in nature or subject matter. These reports may be very close in information, but may have different selection criteria or print options.

After selecting a report, the user will be asked to respond to one or more "Selection Screens" or "point and shoot" screens. A selection screen may request that the user enter an organization number, a pay plan, or a grouping of pay plans, or an occupational series identifier, etc. All types of selection screens have instructions displayed on the screen. The selection screens also have HELP screens for ease of use.





## 6.1 Organization/POI Selection Screen

One of the most commonly used selection screens in the HRDS reports is the Organization/POI Selection Screen. This screen allows the user to customize the report output to a specific NFC organization level and/or Personnel Office Indicator, or a HRDS pre-defined organization/POI access group. The organization access code groups, which are defined by a HRDS system administrator in OHRM, contain combined groupings of organization levels and personnel office codes. Most users are restricted to looking at employee data within a certain organization levels, Personnel Offices, or in some cases, within a pre-defined group of organization levels and/or personnel office (Org Access Group). If you have an exclusive organization restriction for the type of report you are accessing, you will see that organization level pre-loaded onto the screen with the organization names for each level (up to 5) displayed underneath. Pre-loaded organizations cannot be modified but you can further restrict the output by entering additional levels. If you are restricted to a specific POI, the POI code will be pre-loaded in the Personnel Ofc input area. This input can not be modified.

```
GS001B                                HUMAN RESOURCES DATA SYSTEM                10 FEB 97
USER: OIRMAH                          Organization Selection Screen            10:57:09
===>                                PAGE 001 OF 001

-----
Enter Organization level and/or Personnel Office OR Org Access Code.  Leave
blank for all.  Press 9/Org List, 10/POI List, or 11/Access Cd to choose
from a list.  Press <ENTER> to continue.
      AGCY  LVL2  LVL3  LVL4  LVL5  LVL6  LVL7  LVL8

Organization :  $$    $$    $$    $$$$  $$    $$    $$    $$

Current Org   :  DEPARTMENT OF COMMERCE

-----
Personnel Ofc :  _____
Org Access Cd :  _____

-----
| To do another report
| Enter an "X" here ==>
-----
```

Some users are restricted to HRDS pre-defined organization/POI access codes. These codes incorporate multiple organization levels and Personnel Offices. If you are restricted to one of these codes, the organization screen will be displayed, as shown above, but the current organization name will contain the name of your Organization Access Group and the Org Access Group Code will be filled in for you. If you press <ENTER> without any organizational input, you will receive output for your report on your restricted access code only. You may curtail your report to a specific organization within your organization restriction but, if you enter an organization level outside your restriction, the selection screen will be redisplayed with the message **Organization not within your Organization Access Code of "access code"**. For example, the "C1" organization access code

combines the Office of the Secretary (51) and the Office of the Inspector General (64). If a user has this code as a restriction for the report, he/she can only enter an organization level starting with 51 or 64.

If the NFC organization code is unknown, you may press the **9/Org List** key to receive a list of NFC organization codes and names at the next level below the one displayed (or entered) on the selection screen. For example, the selection screen on the previous page has no restrictions and therefore currently displays the Department of Commerce for the report's selection criteria. If you press **9/Org List** you will receive a list of all the Bureaus (1 level down from DOC) within DOC, as shown below. (Note: The cursor does not need to be on the organization level you are looking up.)

```
ORG.LIST                                HUMAN RESOURCES DATA SYSTEM          05 FEB 97
USER: OIRMAH                           Organization Listing                 10:57:09
===>                                     PAGE 001 OF 002
To select an organization, TAB to your choice and press <ENTER>.
-----
Organization ID      Department of Commerce
                     Organization Name
-----
33                  TECHNOLOGY ADMINISTRATION
51                  OFFICE OF THE SECRETARY
52                  ECONOMIC DEVELOPMENT ADMINISTRATION
53                  BUREAU OF ECONOMIC ANALYSIS
54                  NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
55                  INTERNATIONAL TRADE ADMINISTRATION
56                  PATENT AND TRADEMARK OFFICE
57                  NATIONAL INSTITUTE OF STANDARDS & TECHNOLOGY
58                  U.S. TRAVEL & TOURISM ADMINISTRATION
59                  MINORITY BUSINESS DEVELOPMENT AGENCY

                               Selection Criteria: DOC - All Orgs
-----
```

To select an organization, TAB to your choice and press the <ENTER> key. You will be returned to the organization selection screen with the organization level and name you selected filled in. At this point you can press <ENTER> to run the report or press **9/Org List** again to receive a list of the next level down from the level you previously selected. This method of selecting an organization can be performed down to the last (8th) level, although only the organization names of the first 5 levels will be displayed.

You may enter a Personnel Office Code in the input provided or select multiple POIs from a list by pressing **10/POI List**. A code and description listing will be displayed, as shown on the following page, from which you may select personnel office codes by marking the desired code(s) with an "X". After selecting the desired codes, press **2/Proceed** to run the report. If you do not select any POI codes and press **2/Proceed**, you will be returned to the Organization Selection Screen with the message **No Personnel Office Codes selected** displayed on the message line. Pressing **3/Cancel**

from this code listing will cancel the report and return you to the previous menu.

```
LOOKUP                HUMAN RESOURCES DATA SYSTEM                05 FEB 97
USER: OIRMAH          Lookup Tables                                10:57:09
===>                                                         PAGE 001 OF 001
Mark each desired code with an X, then press 2/Proceed to continue.
-----
   Code      Description
  _ 1702      O/S
  _ 4341      OIG
  _ 1911      ITA
  _ 4471      USFCS
  _ 1703      NIST
  _ 2794      PTO
  _ 1798      CENSUS
  _ 1617      JVILLE
  _ 1812      NOAA/OA
  _ 1423      CASC
  _ 3173      EASC
  _ 3204      MASC
  _ 1531      WASC
-----
```

The last selection criteria option on the Organization/POI Selection screen allows input of a HRDS pre-defined organization access code, or selection of one of these access group codes from a list. If the access code is known, you may enter it in the input area provided. Otherwise, you may select one of these organization access groups from a list by pressing **11/Access Cd**. A listing of all the organization access groups, as shown on the following page, will then be displayed. To select an organization group, TAB to the desired code and press <ENTER>. Your report will be limited to information within the group you selected. Entry or selection of an organization access group eclipses any other input on the organization selection screen. In other words, you may combine the organization level and Personnel Office input but, if you also select on the organization access code, the other inputs will be nullified.

The first page of the Org Access Codes listing is shown below:

```
ORGACC.LIST                HUMAN RESOURCES DATA SYSTEM                05 FEB 97
USER: OIRMAH                Org Access Codes Listing                10:57:09
===>                        PAGE 001 OF 002
To select an org access code, TAB to your choice and press <ENTER>.
-----
Access
code  Organization Title
-----
CEN1  CENSUS Directors
CEN2  CENSUS Assistant Director for Communication CAO/DUSD/PIO
CEN3  CENSUS Offices: CSVD/TCO/TSD/ISSO/ISPO/SSD
CEN4  CENSUS Comptroller Budget/Finance
CEN5  CENSUS CASID(TMO)/Field
C1     Office of the Secretary and Office off the Inspector General
C2     NOAA - Alaska Regional Operations and Alaska Fish Science Center
C3     EDA, MBDA, BXA and Personnel Office 1702
C4     MBDA, BXA and Personnel Office 1702
C5     Economic Development Administration and Personnel Office 1702
C6     Economic Development Administration and O/S 511102*
-----
```

NOTE: Most users are limited to seeing Employee Data to specific organizations or Personnel Offices as indicated above, but Aggregate reports, which display only statistical data, are usually open-ended. Since aggregate reports are not constrained by organization or POI restrictions, you will be able to enter any organization level, POI or organization access code. No organization levels will be pre-loaded onto the screen for these types of reports. By pressing <ENTER> without entering any input on the screen, you will retrieve information for the entire department.

## 6.2 Series/Pay Plan/Pay Grade Selection Screen

Another commonly used selection screen is the Occupational Series, Pay Plan and Grade Selection Screen. This screen, shown on the following page, allows multiple inputs of occupational series codes and pay plan codes, and up to 10 pay grades. In lieu of keying in pay plans and grades, selection of preestablished pay plan and grade groupings may be made.

The first input area(s) on the screen allow you to enter up to five occupational series codes. You must enter the full four digits of the occupational series for an exact match. If you want to select by more than five occupational series or if you do not know the occupational series codes, you may enter a question mark (?) in the first input area to bring up a table listing of occupational series codes and their descriptions. The table listing screens allows you to select multiple codes by marking the desired code(s) with an "X." You may also "Wild Card" your occupational series selection by using an asterisk (\*) in place of part of the occupational series code. For example, if you wish to retrieve

all personnel occupational series, you would enter "02\*". This would retrieve all occupational series beginning with "02;" 0200, 0201, 0202, 0203, etc. The wild card character may be used at the beginning of the occupational code as well. If you wanted to select all student related occupational series you could enter "\*99." The wild card character may be used in any of the five occupational series input areas, if so desired.

```

GS002                                HUMAN RESOURCES DATA SYSTEM                10 FEB 97
USER: OIRMAH      Series/Pay Plan/Pay Grade Selection Screen                10:57:09
===>                                PAGE 001 OF 001
Enter choice(s) below or leave blank for all.  Press <ENTER> to continue.
-----
Enter up to 5 occupational series or select codes from a list by entering a
question mark (?) in the first input area.  You may "Wild Card" your
selections (e.g., 02* to obtain all 200 series employees.)
Occupational Series Code(s) : ____ : ____ : ____ : ____ : ____ :

EITHER select Pay Plan/Pay Grade groups below by marking your choice(s) with
an "X" OR enter specific pay plans and pay grades.  You may select pay plans
from a list by entering a question mark (?) in the first pay plan input area.

_ Executive Level                                _ Full Time Permanent 14 & Above
_ GS 13-15 and Equivalent                        _ All, excluding Wage Grade
_ GS 1-12 and Equivalent                        _ Wage Grade

Pay Plan(s)  : __ : __ : __ : __ : __ : __ : __ : __ : __ : __ :
Pay Grade(s) : __ : __ : __ : __ : __ : __ : __ : __ : __ : __ :
-----

```

The next set of selections allow you to select on preestablished groups of pay plans and grades. Each group is defined below:

- **Executive Level** - Includes employees with pay plan EX or ES
- **GS 13-15 and Equivalent** - Includes employees with a pay plan of GG, GH, GM, GS, or GW AND a Grade of 13, 14, or 15 or employees with a pay plan beginning with "Z" AND a Grade of 03, 04, or 05.
- **GS 1-12 and Equivalent** - Includes employees with a pay plan of GG, GS, or GW and a grade of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 or employees with a pay plan beginning with "Z" AND a Grade of 01 or 02..
- **Full Time Permanent 14 & Above** - Include employees with a pay plan of GG, GH, GM, GS or GW and a grade of 14 or 15. Other pay plans have similar but different criteria based on pay plans, grades and salary for determination of this category.
- **All, Excluding Wage Grade** - Does not include employees in the wage grade pay plans of

WD, WG, WL, WS, WT, WM, XL, XP, and XS.

- **Wage Grade** - Includes employees in the wage grade pay plans of WD, WG, WL, WS, WT, WM, XL, XP, and XS.

More than one selection may be made of these groups, such as combining GS 13-15 and Equivalent with GS 1-12 and Equivalent. This combination would retrieve all employees in the pay plans of GG, GH, GM, GS, GW and Z\*. Some combinations, however, are not acceptable. Selecting All, excluding Wage Grade with any other group is not logical and you will receive an error message. The last inputs on this selections screen allow you to enter specific pay plans and grades. This screen allows for up to 10 selections of each category, although more than 10 pay plans may be selected from a list by entering a question mark (?) in the first pay plan input area and pressing <ENTER>. If an erroneous pay plan is entered, the message “**ERROR: Pay Plan(s) tagged is(are invalid).**” will be displayed. Likewise, when a non-numeric character is entered in the pay grade input area, the following message will be displayed: “**ERROR: Tagged Pay Grade(s) must be numerical.**”

When the <ENTER> key is pressed, validation of the screen inputs will occur. If no errors are detected, any subsequent selection screens will be processed or, if there are no other selection screens, the report will execute. If the user places a “?” in the Occupational Series and/or Pay Plan input area and presses <ENTER>, the table list selections will process but, this selection screen will not be redisplayed for additional input. The user must enter in all appropriate selections prior to pressing <ENTER>.

By leaving all inputs blank and pressing <ENTER>, the report will retrieve on ALL Occupational Series, Pay Plans and Grades.

## 7. PRINTING A REPORT

The user is able to print a report directly on a designated printer without viewing it first. To do this, activate the **9/Print** command option before selecting the report from the menu. You can activate the **9/Print** command option by placing the cursor on **9/Print** field and pressing <ENTER>. (BANYAN users can also activate this command option by pressing the <ALT-9> key combination.) (SimPC users can also activate this command by pressing PC Function key F9.)



1. Activate the **9/Print** command option before selecting a report.
2. Select desired report by pressing the appropriate number key and then <ENTER>.
3. Once you have selected a report, appropriate selection or "point-and-shoot" screens will appear.
4. Enter requested information and press <ENTER>.
5. Proceed through any other selection screens using the same procedure.
- 6a. **For BANYAN users** the menu will reappear instructing you to press <F3> followed by <F9>. **Here you must use the PC's function keys instead of the ALT keys.**
- 6b. **For SimPC users** the menu will reappear instructing you to press <Alt-P>. Press <Alt-P>, waiting for the flashing **Working** block in the bottom right-hand corner of your screen to change to **Proceed**, then press PC Function key F1 to initiate the printing session.
7. Next your report will print. **For SimPC users**, after the report has completed printing, press PC Function key F3 to terminate the printing session.
8. You will then go back to the HRDS report menu.

If multiple reports are desired, you must activate **9/Print before** selecting each report; this may be done before proceeding with step 6 (that is, you may select multiple reports before pressing the <F3>/<F9> or <ALT-P> keys).

## 7.1 Print Mode Selection Screen

When you select the **9/Print** function from either a screen report or from a menu, parameters are set to indicate that the report is to be printed and not displayed to your terminal. When this print parameter is detected in the report, a print mode selection screen may be displayed asking you whether you want the report to be set up to print in "batch" mode or "Immediate" (interactively on-line) mode. This selection screen is shown below:

```
GS030                                HUMAN RESOURCES DATA SYSTEM                29 JUL 94
USER: OIRMAH                        Print Mode Selection Screen                12:26:30
===>                                Page 001 OF 001

-----
Select one of the following print modes below by placing the cursor under
your choice and pressing the <ENTER> key.

Immediate - This mode runs your report immediately to your local printer.
            Your terminal will be locked until the report has completed
            printing.

BATCH Mode - This mode sets up your report to run in a Batch environment and
              immediately frees up your terminal. You can see the status of
              your report and select it to print to your designated printer
              By using the Batch Status Interface Screen. The report will be
              Available for pirnting up to 1 week during which time both
              storage and batch print CHARGES WILL BE ACCRUED to you user
              account.

-----
```

### Print Mode Selection Screen

If you choose "batch" mode, your report will be set up to run in a batch environment. This means your report executes in background and you are free to continue to move around in HRDS as you desire or even exit HRDS. A report selected for batch processing will execute whether you are currently in the HRDS system or not. You will have up to 7 days to decide when to actually print (or delete) a batch report, but keep in mind that both storage and batch print charges will be accrued to your user account.

After selecting "batch" mode and pressing <ENTER> you will immediately see the HRDS menu from where you selected your report, with the message "Your Batch Report has been Submitted" displayed on the message line. Your report, at this point, has been submitted to a batch queue, where it may be currently running, waiting to run, or already completed. To check the status of your batch report and to actually print any batch reports, you will need to go to the Batch Status Interface Module. This screen is described in the section that follows.



## 7.2 Batch Status Interface

The Batch Status Interface displays all batch reports that you have submitted, but not printed, and displays status information of these batch reports, whether they are waiting to execute, currently running, or completed. When a batch report has completed, the batch status interface module allows you to actually print the report to your designated printer. Batched reports are kept for up to 7 days or until actually selected for printing or deletion, whichever comes first.

The batch report status screen, shown below, displays the following information for each batch report you have submitted: report number (e.g., 1.1.8.20.1), report name (e.g., PER246), report title (i.e. Voluntary Separation Incentive Program), the status of the batch report (either Waiting, Running or Completed), the date and time the report was submitted, the date and time the batch report completed and the number of output lines the completed report produced.

BTCH.STAT		HUMAN RESOURCES DATA SYSTEM		29 JUL 94	
USER: OIRMAH		Batch Reports Status Screen		12:26:30	
==>				Page XXX OF XXX	
Mark an "X" next to "COMPLETED" status reports to print and press 9/Print.					
Report Number		Report			Output
Report Title		Name	Status	Date	Time
					Lines
: _ :		XXXXXXXXXXXXX	PERXXX	XXXXXXXXXX	Submit: XX/XX/XX XX:XX:XX
X-----					Complt: XX/XX/XX XX:XX:XX XX,XXX
: _ :		XXXXXXXXXXXXX	PERXXX	XXXXXXXXXX	Submit: XX/XX/XX XX:XX:XX
X-----					Complt: XX/XX/XX XX:XX:XX XX,XXX
: _ :		XXXXXXXXXXXXX	PERXXX	XXXXXXXXXX	Submit: XX/XX/XX XX:XX:XX
X-----					Complt: XX/XX/XX XX:XX:XX XX,XXX
: _ :		XXXXXXXXXXXXX	PERXXX	XXXXXXXXXX	Submit: XX/XX/XX XX:XX:XX
X-----					Complt: XX/XX/XX XX:XX:XX XX,XXX
: _ :		XXXXXXXXXXXXX	PERXXX	XXXXXXXXXX	Submit: XX/XX/XX XX:XX:XX
X-----					Complt: XX/XX/XX XX:XX:XX XX,XXX
NOTE: To delete a report, mark with a "D" and press 10/Delete. To Browse a report on-line, mark with a "B" and press 11/Browse.					

### Batch Report Status Screen

To select reports to print, place an "X" next to the report(s) desired and press **9/Print**. Only reports with a "completed" status are accessible for printing, deleting, or browsing on-line. Once you have marked the desired batch reports to print and have pressed the **9/Print** key, the previous HRDS menu will be displayed where the message **"Press F3 then F9 to print"** (for Banyan/Autokey users) or **"Press Alt-P"** (for SimPC users) will be displayed. This is the same message you see when printing reports in "Immediate" mode. As in that regular printing, you may "stack" up reports for printing before actually following those instructions.

NOTE: Even though a "completed" status batch report is selected for printing, it is not actually printed until you follow the regular steps for printing (i.e., F3/F9 or Alt-P). Once selected for

printing, the status record for the batched report will no longer be available on the batch status screen.

You may also delete "completed" status reports, without printing, by marking the report(s) with a "D" and pressing the **10/Delete** key. Once marked and deleted, the batch report will no longer be shown on the status screen.

Another option is to browse the report on-line. You may only select 1 report at a time to browse. First mark the desired "completed" status report with a "B" and then press **11/Browse**. Your report will then be displayed on your screen in the exact format as the printed report, as shown below. You may page through the report in the same manner as you would in a screen formatted report. Once you have browsed the report you may return to the Batch Status Interface screen by pressing **3/Quit**. You may then either select the report to print to your designated printer or delete it without printing.

1.1.40	HUMAN RESOURCES DATA SYSTEM	06 JUN 95
BTCH.BROWSE	Batch Report Browse	12:26:30
===>		Page 001 OF 005
-----		
1.1.9.30.1	HUMAN RESOURCES DATA SYSTEM	06 JUN 9
PER273	Attrition/Accession by Organization	14:20:2
USER: OIRMAH	Report Period 10/01/94 - 05/27/95	PAGE:
OFFICE OF THE SECRETARY, OFF ASST SEC FOR ADMIN, DIR FOR HUMAN RESOURCES MGMT		
Organization	Losses	Total Employees Attrition on board 05/27/95 Rate (%)
-----	-----	-----
DIR FOR HUMAN RESOURCES MGMT	0	2 7 0.0
OFF OF CMPNSN, CLAS & EXEC RES	1	0 5 20.0
OFF OF EMPLMT & WRKFORCE EFFEC	2	0 11 18.2
-----		

### Batch Report Browse

If you have "completed" Batch reports waiting in the Batch Status Interface, you will be informed of these each time you enter the HRDS system. The message **"You have "n" Batch report(s) available for printing."** will be shown on the first report menu that you encounter in the HRDS system.

## 8. HRDS ON-LINE INDEX

The HRDS On-Line Index is located at Menu ID 1.1.0. The Index Menu, shown below, contains the following two index features:

- 1) An Index by Field Name which displays an index that lists HRDS Data Field Names in alphabetical order and the reports that access/display each of those fields.
- 2) An Index by Report Title which displays an index that lists all HRDS Report titles in alphabetical order with a list of the data field names that are accessed/displayed in each report.

```
Menu ID: 1.1.0          HUMAN RESOURCES DATA SYSTEM          31 JAN 97
USER: OIRMAH              Index Menu                          12:00:00
===>

-----
Select one of the following HRDS Menu options.
    30 Index by Field Name
    31 Index by Report Title

-----
```

## 8.1 Index by Field Name

The Index by Field Name displays an index that lists HRDS Data Field Names. Under each field name, a list of reports (which includes the report title, Menu ID and program ID) that access the field name is also displayed. This index can be displayed for every data field name in the HRDS system or it can be tailored to the user's need by the use of selection screens, which are described in the sections below.

### 8.1.1 Index Search Criteria Screen

The Index Search Criteria Screen, shown below, allows the user to tailor the Index Report by either selecting specific field names from a list, creating a search by entering one or more words to search field names and their descriptions, or selecting to limit the Index by Aggregate or Employee Detail Reports only. An entire Index by Field Name report is acquired by just pressing the <ENTER> key.

```
GS035                      HUMAN RESOURCES DATA SYSTEM          31 JAN 97
USER: OIRMAH                Index Search Criteria Screen          12:00:00
===>                        PAGE 001 OF 001

-----
Press <ENTER> to get the entire Index by Field Name.  TAB down to the first
input area, enter a "Y" and press <ENTER> to select fields from a list.  To
create a specific search on field names and their descriptions, enter up to
3 different words or phrases in the spaces provided and press <ENTER>.

Select fields from list? :   :
      OR
Enter up to 3 search words or phrases : _____ :
                                       : _____ :
                                       : _____ :

You may tailor your inquiry by entering "X" next to one of the options below.

_ List Aggregate Reports Only          _ List Employee Detail Reports Only
-----
```

To select specific fields from a list, the user should TAB to the input area, enter a "Y", and press the <ENTER> key. The Field Selection List Screen will then be displayed where the user can select up to 70 Fields to display in the Index Report. This screen is described in detail in section 8.1.2.

An Index can also be displayed with just field names that meet the user's specified search criteria. If for instance, the user wishes to display a list of reports that contain a field called "hour" or "hr," the user would TAB to the first search criteria line on the screen and type "hour" (or HOUR, input is NOT case sensitive) and then TAB to the second search criteria line and type "hr" (or HR) and press <ENTER>. The Index Report will display a list of data fields that contain the word "hour" or "hr" and the reports that include those fields.

To limit the Index Report to just Aggregate Report or Employee Detail Reports, the user should mark the desired category with an "X."

### 8.1.2 Field Selection List Screen

The Field Selection List Screen displays a list of all the HRDS data field names and their descriptions. The first page of this field List is shown below.

```
PES007                HUMAN RESOURCES DATA SYSTEM                10 MAY 96
USER: OIRMAH          Field Selection List Screen                  12:00:00
===>                                     PAGE 001 OF 060
Mark up to 70 fields with an "X", then press 2/Proceed to continue.
-----
      Dictionary field and Description
-----
-  A/L Carry over Balance
    The number of hours carried over from the previous leave year.
-  Academic category
    Describes the category of an academic level the employee achieved in
    a college degree program.
-  Academic Degree Abbrev
    The abbreviated name of the level of Academic Degree the employee has
    achieved.
-  Academic Degree Date
    Date when employee achieved an academic degree.
-  Academic Degree Y/N
    Whether of not the employee has an academic degree.
-----
```

The user may select up to 70 of these fields by typing an "X" next to the one(s) desired. The user can page thru the list of fields using the paging options shown at the bottom of the screen, by entering a specific page number at the "Page 001" field located at the top of the screen or by pressing <ENTER> which goes thru the list one page at a time until the last page is reached. Once the user is finished selecting fields, the **2/Proceed** key should be pressed to continue. At this point, the Index Report will be displayed. The Index Report will only contain the fields the user selected from the Field Selection List Screen.

### 8.1.3 Index Report Output

The HRDS Index by Field Name report, shown below, displays the following information: HRDS Data Field Names, Report Menu ID, Report Title and Report Program ID. The Index is displayed in alphabetical order by data field name. For each field name, a list of reports which contain/access the field name is displayed.

```

1.1.0.30                                HUMAN RESOURCES DATA SYSTEM                                10 MAY 96
INDX.FLD                                HRDS Index by Field Name                                    12:00:00
===>                                    As of 05/10/96                                    PAGE 001 OF 160
To Select a report, TAB to desired report's Menu ID and press <ENTER>.
-----

Field Name                                Menu ID                                Report Title
-----                                -
Academic category                        1.1.10.1                            ACADEMIC DISCIPLINE
                                         1.1.50.3.3                          ACADEMIC DISCIPLINES
                                         1.1.6.5                             EMPLOYEE PROFILE
                                         1.1.6.10                            EMPLOYEE PERSONAL INFO SHEET

Academic Degree Abbrev                  1.1.4.1                             ED LVL & DISCIP BY ED LVL REPORT
                                         1.1.4.9                             ACAD DEGREE BY OCCUP SERIES RPT
                                         1.1.50.3.8                          EDUCATION INFORMATION TABLE
                                         1.1.6.10                            EMPLOYEE PERSONAL INFO SHEET

Academic Degree Date                    1.1.20.1.10                        EMPLOYMENT INFORMATION SUMMARY
                                         Selection Criteria: All Fields
-----

```

The example above shows the first page of an entire Index by Field Name listing. The option, **11/Right**, at the bottom of the page indicates more report information is available to the right of the last column. If the user presses the **11/Right** key, the Report's Program ID will be displayed.

The user may page thru the Index in the same manner as he/she would for a regular HRDS report. In addition, the Index contains "hyper-text" areas (Report's Menu ID) where the user can actually select a report to execute without having to return to a menu. To go directly to a report from the index listing, the user should TAB to the desired report's Menu ID and press <ENTER>.

## 8.2 HRDS Index by Report Title

The Index by Report Title Report displays an Index in order by HRDS Report Titles. For each report, the report's Menu ID, Program ID, and a list of all data field names the report accesses are displayed. This index report can be displayed for every report in the HRDS menu system or it can be tailored to the user's need by the use of Selection Screens, which are described in the sections following.

### 8.2.1 Index Search Criteria Screen

The Index Search Criteria Screen, shown below, allows the user to tailor the Index by either selecting specific HRDS reports or specific fields names from list selection screens or by searching report titles, field names, and field descriptions for one or more words. The entire Index Report is achieved by pressing the <ENTER> key without making any selections.

```
GS035B                      HUMAN RESOURCES DATA SYSTEM          31 JAN 97
USER: OIRMAH                Index Search Criteria Screen          12:00:00
===>                        PAGE 001 OF 001

-----
Press <ENTER> to get the entire Index by Report Name.  To select specific
Report Titles or Fields from a list, mark one of the following with an "X"
and press <ENTER>.

      _ Report Titles Listing                _ Field Names Listing

Or you may create a specific search on report titles, field names, and field
descriptions.  Enter up to 3 different words or phrases to search by in the
spaces provided below and press <ENTER>.

Enter up to 3 words or phrases      : _____ :
                                     : _____ :
                                     : _____ :

-----
```

To select specific reports or specific fields from a list, the user should mark the desired list selection with an "X" and press the <ENTER> key. The appropriate Selection List Screen (Report Title or Field) will then be displayed where the user can make selections to tailor the Report Title Index Report. The Report Title Listing Screen and the Field Selection Screens are described in detail in the sections that follow.

An Index can also be displayed with select Reports that meet a user's specified search criteria. This Index Report searches the following for criteria matches: 1) Report Menu Title, 2) Field Names contained in the report, or 3) Descriptions of fields contained in the report. If for instance, the user wishes to display any reports that contain the word "avg" or "average" either in the title or in a field

name or description, the user would TAB to the first search criteria line on the screen and type "average" (or AVERAGE, input is NOT case sensitive), then TAB to the next line and type "avg" (or AVG) and press <ENTER>. The Index Report will display a list of reports such as AVG AGE AND LENGTH OF SRVC REPORT and AVERAGE SALARY BY ORGANIZATION, and any reports that access/display data fields containing the words "AVG" or "AVERAGE" in the field name or description, if any.

### 8.2.2 Report Title Selection List Screen

The Report Title Selection List Screen displays a list of all the HRDS Reports available to the user. The first page of this list is shown below.

PES006	HUMAN RESOURCES DATA SYSTEM	10 MAY 96
USER: OIRMAH	Report Title Selection Screen	12:00:00
===>		PAGE 001 OF 017
Mark each desired Report/Program with an "X". Press 2/Proceed to continue.		
Title	Program Name	Menu ID
— ACAD DEGREE BY OCCUP SERIES RPT	PER149	1.1.4.9
— ACADEMIC DISCIPLINE	RPT.LTR012	1.1.10.1
— ACADEMIC DISCIPLINES	DL.ACADDSC	1.1.50.3.3
— ACCESS GROUP MAINTENANCE	GRPMAINT	1.2.2
— ACCESS SAVED ADHOC DOWNLOADS	DWNLD.SELECT	1.1.50.2
— ACCOUNTING STAFF RATIO REPORT	PER259	1.1.9.18.5
— ADHOC DOWNLOAD PROCESS	REC.SELECT	1.1.50.1
— ADMINISTRATIVE GROUP MAINTENANCE	ADMMAINT	1.2.9
— ADMINISTRATORS BY GRP REPORT	ADMINR1	1.2.5.6
— ALL RETIREMENT ELIGIBLES BY ORG	PER243	1.1.9.21.3
— ALL RETR ELIGIBLES IN CORE OCCPTN	PER244	1.1.9.1.4
— ANNUAL LEAVE LUMP SUM PAYMENTS	PER228	1.1.8.24.1
NOTE: To select all, press 2/Proceed prior to marking any reports.		

The user may select any of these reports by typing an "X" next to the one(s) desired. The user can page thru the list of reports by using the paging options shown at the bottom of the screen, by entering a specific page number at the "Page 001" field located at the top of the screen or by pressing <ENTER> which goes thru the list one page at a time until the last page is reached. Once the user is finished selecting reports to display in the index report, the **2/Proceed** key should be pressed to continue. At this point, the Index Report will be displayed. The report will only display those reports the user selected from the Report Title Selection List Screen



### 8.2.3 Field Selection List Screen

The Field Selection List Screen displays a list of all the HRDS data field names and their descriptions. The first page of this field List is shown below.

```
PES007                      HUMAN RESOURCES DATA SYSTEM          31 JAN 97
USER: OIRMAH                Field Selection List Screen            12:00:00
===>                        PAGE 001 OF 060
Mark up to 70 fields with an "X", then press 2/Proceed to continue.
-----
Dictionary field and Description
-----
- A/L Carry over Balance
  The number of hours carried over from the previous leave year.
- Academic category
  Describes the category of an academic level the employee achieved in
  a college degree program.
- Academic Degree Abbrev
  The abbreviated name of the level of Academic Degree the employee has
  achieved.
- Academic Degree Date
  Date when employee achieved an academic degree.
- Academic Degree Y/N
  Whether or not the employee has an academic degree.
-----
```

The user may select up to 70 of these fields by typing an "X" next to the one(s) desired. The user can page thru the list of fields using the paging options shown at the bottom of the screen, by entering a specific page number at the "Page 001" field located at the top of the screen or by pressing <ENTER> which goes thru the list one page at a time until the last page is reached. Once the user is finished selecting fields, the **2/Proceed** key should be pressed to continue. At this point, the Index Report will be displayed. The Index Report will show only Reports that access/display the fields selected from the Field Selection List Screen.

## 8.2.4 Index Report Output

The HRDS Index by Report Title report, shown below, displays the following information for each Report: Menu ID, Report Title, Report Program ID and a listing of each HRDS Data field Name accessed/displayed in the report. The Index is displayed in alphabetical order by Report Title.

```

1.1.0.31                HUMAN RESOURCES DATA SYSTEM                31 JAN 97
INDX.RPT                HRDS Index by Report Title                    12:00:00
===>                    As of 05/10/96                                PAGE 001 OF 096
To Select a report, TAB to desired report's Menu ID and press <ENTER>.
-----

Menu ID      Report Title      Program ID      Field Name
-----
1.1.4.9      ACAD DEGREE BY OCCUP SERIES RPT  PER149          Academic D
                                     Y/N, Acade
                                     Discipline
                                     Occup. Ser
                                     Short Name
                                     Salary Yea

1.1.10.1     ACADEMIC DISCIPLINE            RPT.LTR012      Academic c
                                     Desc.

1.1.50.3.3   ACADEMIC DISCIPLINES           DL.ACADDSC       Academic c
                                     Selection Criteria: All HRDS Reports/Pr
-----

```

The example above shows the first page of an entire Index by Report Title listing. Since the listing of the fields extends beyond the screen display area, the option **11/Right**, shown at the bottom of the page, can be pressed to see the entire list of Fields Names for the reports displayed.

The user may page thru the Index in the same manner as he/she would for a regular HRDS report. In addition, the Index contains "hyper-text" areas (Report's Menu ID) where the user can actually select a report to execute without having to return to a menu. To go directly to a report from the index listing, the user should TAB to the desired report's Menu ID and press <ENTER>.

### 8.3 Returning to an Index Listing

The Index Listings are first executed by way of the menu ID (1.1.0.30 or 1.1.0.31). A user can return to the last run index listing by way of the menu option **12/Rtrn Index**. A user may only use this option if it appears at the bottom of a HRDS menu. When this option is used, the user will return to the first page of the last executed index listing. The user may only return to an index listing if the user exited the listing by way of the hyper-text option (went directly to a report.) If the user exited the index by way of the **3/Quit** key, using **12/Rtrn Index** will not be available as an option.

HRDS  
USERS' MANUAL  
Appendix A  
HRDS Downloading

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## **1. INTRODUCTION**

This Appendix describes the use of the HRDS Download module (HRDS Menu Item 1.1.30) that extends HRDS reporting capabilities by giving users the ability to select, extract, and download formatted subsets of the HRDS data base for use in popular personal computer software packages, such as Lotus 1-2-3, dBase IV and similar applications.

Section 2 of this document describes the HRDS Data Dictionary, which provides the foundation of the download mechanism.

In section 3, instructions are provided for each of the four main options available with the HRDS Download module:

- 1) Adhoc Download - The method that gives the HRDS user maximum flexibility in selecting, sorting, ordering, and formatting subsets of HRDS information for transport from the mainframe to the personal computer;
- 2) Download Profile - The Download component that permits the user to re-use, edit, and save adhoc download specifications developed in the Adhoc Download;
- 3) Standard Downloads - The method for quickly downloading pre-determined HRDS data base extracts and HRDS lookup table records; and,
- 4) Data Dictionary Lookup - The source of detailed information on each of the more than 350 HRDS data elements available for downloading in the Adhoc Download.

Attachment 1 to this Appendix lists the Data Dictionary Lookup Report, which contains HRDS data elements available for downloading.

Attachment 2 contains specific instructions for effecting the transport of download records between the mainframe and PC for users of the Banyan (with Autokey), SimPC access software, and commercial off-the-shelf communications software.

## 2. DATA DICTIONARY

The data dictionary is the central component of the HRDS download module and as such governs the selection, ordering and formatting of individual HRDS data elements within each of the HRDS data files. Although the dictionary is maintained as a separate Model 204 file, Model 204 recognizes that this file is a component of the HRDS Application Subsystem. This file is password protected with update access privileges limited to authorized OHRM staff and authorized development/maintenance programmers.

Through the information contained in the data dictionary, the download module acquires all the rules that control the access, selection, ordering, and formatting of each of the HRDS data elements. Stated another way, unless a HRDS data element is defined and described by the HRDS data dictionary it will not be available for ad hoc downloading from the HRDS data base.

### 2.1 HRDS Data Files

The HRDS subsystem is composed of eight separate data files that contain groups, or records, of common information pertaining to individual Commerce employees. Information in HRDS is obtained electronically from the National Finance Center's (NFC) integrated personnel/payroll system at the end of every pay period. No additional information is entered into the HRDS files. These data files contain much of the same information that is found in the Official Personnel File of each employee. Data from each of these files may be available to the download user for use on his/her personal computer. Access to individual data elements is controlled through the user's security profile. A description of each of the HRDS data files is given below. The individual data elements available for downloading from these files are described in detail in Attachment 1.

- HRDS Main Data File

The Main Data File consists of employee information records pertaining to the current pay period. This file contains one record per active employee in the Department of Commerce but does not currently include employee information on NOAA Corps employees, Census Enumerators, nor Foreign Nationals as these groups are not paid through the NFC.

- HRDS Unemployment Compensation File

The records in the Unemployment Compensation File contain information on separated employees who are receiving unemployment compensation pay based on their employment with the Department. These records include data on the amount of compensation pay, the date of the pay, the time period the compensation covers, and employee information such as the employees name, and the organization code and personnel office code from which the employee separated. Each instance of compensation pay for a separated employee is contained in one individual record.

- HRDS Pay History File

The employee Pay History File contains subsets of records from the Main Data file by pay period for the current fiscal year up to but not including the current pay period.

- HRDS Nature of Action File

The Nature of Action File contains all records pertaining to any personnel action initiated on an employee during the past five years. Each record contains a unique personnel action and therefore there can be many records for an individual employee.

- HRDS Award File

The Award File contains records of awards granted to active employees during the past five years. The data in these records include information such as award code, award effective date, award amount (or time-off hours); and employee information such as name, organization, personnel office, pay plan, and grade at the date of the award.

- HRDS Accounting File

The Accounting File contains records of accounting information for employees who have received pay from the Department in the current pay period only. Each record is by account number and therefore can contain many records per individual employee.

- HRDS Compensatory Time File

The Compensatory Time File contains records pertaining to outstanding hours of employee compensation time worked, the date the hours were accrued, and the employee's hourly pay rate at the time the hours were accrued. Information in this file is by employee per date of time worked and can go back as far as five years in the past. There can be multiple records per employee.

- HRDS Organization Table File

This file contains a table of the NFC Generated Organization Codes, their Names, and HRDS generated information such as number of employees, total salary amount, total number of overtime hours, and other similar computed data.



### 3. DOWNLOAD MENU

The Download Menu shown below, contains the following selections:

- 1) An "ad hoc" scenario that permits the user to 1) select one or more HRDS files to extract data from, 2) select one or more HRDS data elements within the desired file(s) using "point-and-shoot" techniques, 3) specify the order in which the elements will be arranged, and 4) indicate whether the selected information will be formatted and downloaded as either fixed field length (dBase format) or as comma-delimited (Lotus format) records.
- 2) Access saved downloads that permits the user to select an already saved adhoc download profile to edit or execute "as is".
- 3) A standard download menu that provides a pre-determined, ordered set of HRDS data elements, and HRDS look-up tables that may be downloaded to the user's personal computer for use in Lotus, dBase, or similar application.
- 4) Dictionary Lookup Report which displays a list of the downloadable fields and their data dictionary attributes.

```
Menu ID: 1.1.30          HUMAN RESOURCES DATA SYSTEM          15 MAY 95
USER: OIRMAH             Download Menu                          12:00:00
===>

-----
Select one of the following:
  1  Adhoc Downloads
  2  Download Profiles (Saved Downloads)
  3  Standard Downloads Menu
  4  Data Dictionary Lookup

-----
```

---

#### 17 - Download Menu

### 3.1 Adhoc Downloads

Briefly stated, the "ad hoc" download scenario allows the user to specify from which files the subset of records are to be downloaded, the subset of HRDS data base records from those files to be downloaded, in which order the record subset will be downloaded, which data elements in those records will be downloaded, and in which order the selected data elements in those records will appear in each downloaded record. Further, this flexibility is tempered by a security mechanism that ensures that only authorized information is downloaded to each user's personal computer, and that compliance with the provisions of the Privacy Act is maintained. Lastly, users are able to easily save and reuse as many as five different ad hoc download profiles that contain specific file, record, data element selection and ordering criteria.

The paragraphs below describe the screens in the adhoc download process: File Selection, Record Selection; Record Ordering; Field Selection; Field Ordering; and Download Format and Save.

If you access HRDS through Banyan/Autokey, it is important to note the drive directory and, if applicable, subdirectory from which you logged on to HRDS as this is where your download will reside after the file transfer is completed.

#### 3.1.1 File Selection

The File Selection Screen, shown below, allows the user to select one or more HRDS files to extract data from.

```
GS025                HUMAN RESOURCES DATA SYSTEM                15 MAY 95
USER: OIRMAH          File Selection Screen                      12:00:00
===>                                                         PAGE 001 OF 001

-----
Place an "X" next to one or more data files listed below or leave
blank for all files. Press <ENTER> to continue.

      _  HRDS Main Data File
      _  HRDS Unemployment Comp. File
      _  HRDS History File
      _  HRDS Nature of Action File
      _  HRDS Award File
      _  HRDS Accounting File
      _  HRDS Compensatory Time File
      _  HRDS Organization Table File

-----
```

#### 18 - File Selection Screen

Any or all of the files may be marked with an "X". If the user presses the <ENTER> key without marking any of the files, ALL the HRDS files will be available from which to download information. Each file selected has its own unique set of processing screens for record ordering, download field selecting and download field ordering.

### 3.1.2 Record Selection

The adhoc download process allows the user to narrow the selection of records using up to nine different HRDS Selection Screens.

```
1.1.30.1          HUMAN RESOURCES DATA SYSTEM          15 MAY 95
REC.SELECT        Adhoc Download Process                12:00:00
===>              Selection Screens                     PAGE 001 OF 001

-----
If you want to choose specific records, you may select one or more of the
following selection screens by marking them with an "X". Press <ENTER> to
continue.

      X Organization Selection Screen
      _ Pay Series/Plan/Grade Selection Screen
      _ Race and National Origin Selection Screen
      _ Employee Name Selection Screen
      _ Appt Status/Work Schedule Selection Screen
      _ Specific Employees within an Organization
      _ Award Selection Screen
      _ Handicap Selection Screen
      _ Date Range Selection
```

## 19 - Record Selection Screens

The user may process one or more of these selection screens by typing an "X" next to the one(s) desired. The organization selection screen is pre-marked for the user's convenience but may be unmarked if so desired. At least one selection screen must be marked and processed. When multiple selection screens are marked, the selection screens will be displayed sequentially until each of the chosen selection screens have been processed. If the user presses **3/Quit** on any of these screens, he/she will be taken directly back to the Download Menu.

The selection screens shown in the example above may not be available for every user's adhoc download. Only selection screens applicable to the selected files may be displayed as an available option on this screen. The RNO and Handicap selection screens only appear if the user's security level includes authorized access to this data.

Below is a description of each of the currently available selection screens:

- Organization Selection Screen

This screen allows input of part or all of an Organization ID. Most users are restricted to a level within their organization. Users with restrictions will already have part or all of their organization ID filled in for them. Users may select all or part of the organization to which they have been granted access. This screen will be available for selection with any one file, or any combination of HRDS files, selected.

- Pay Series/Plan/Grade Selection Screen

This screen allows multiple inputs of occupational series codes and/or multiple inputs of pay plan codes and up to 10 pay grades. In lieu of keying in pay plans and grades, the user may select pre-established groups of these fields. This screen is available for selection if any one of the following files is selected: HRDS Main data, Awards, Nature of Actions, and History.

- Appt Status/Work Schedule Selection Screen

This screen allows the user to select, by marking with an "X", any combination of the following appointment status/work schedule categories:

Full Time	- Permanent	Full Time	- Temporary
Full Time	- TERM	Full Time	- Non-Pay Status
Part Time	- Permanent	Part Time	- Temporary
Part Time	- TERM	Part Time	- Non-Pay Status
Intermittent	- Permanent	Intermittent	- Temporary
Intermittent	- TERM	Intermittent	- Non-Pay Status

This screen may be available for selection if the selected file, or one of the selected files, is either the HRDS Main Data File or the Nature of Action File

- Name Selection Screen

This screen allows the user to select employees by entering a Last Name (or part of the Last Name) and First Name. This screen will be available for selection with any single file (except the Organization Table), or any combination of files, selected.

- Specific Employees within an Organization

This is a combination of the organization selection screen and an employee listing screen. The user may enter an organization and a list is displayed of employees within that organization. The user then selects any of the employees listed by marking the name with an "X". This screen will be available for selection with any one file (except the organization

table), or any combination of HRDS files, selected.

- Race and National Origin Selection Screen

This selection screens allows the user to choose records in two different ways. The first way is to select either 1) all employees except white or 2) all employees. The second way is to mark with an "X" any combination of the National Origin Types listed for selection. This screen may be available for selection if the user has the appropriate EEO access level and selects the one of the following files: HRDS Main Data, Awards, History, or Nature of Action.

- Handicap Selection Screen

This screen lists all the different handicap codes and their descriptions. The user can mark with an "X" one or more of these codes for selection. This screen will be available for selection if the user has the appropriate EEO access level and if the file selected, or one of the files selected, is the HRDS Main Data File, Awards File, History File, or Nature of Action File.

- Award Selection Screen

This screen lists all the different award codes and their descriptions. The user can mark with an "X" one or more of these codes for selection. This screen will be available for selection if the file selected, or one of the files selected, is the HRDS Award file.

- Date Range Selection Screen

This screen allows the user to retrieve records by a specific date range. This screen will be available for selection if any one of the following files is selected: Awards, Natures of Action, History, Unemployment Compensation, and Compensatory Time. Records are retrieved as follows: 1) by award effective date in the Award file, 2) by Effective date in the Nature of Action file, 3) by pay period and pay period year (within the entered range) in the History file, 4) by Paid Date in the Unemployment Comp. File, and 5) by pay period and pay period year (within the entered range) in the Compensatory Time File.

The table below indicates the selection criteria elements used in each of the selection screens and the HRDS files to which the selection screens are applicable. Selection criteria for each of the selection screens will apply to only selected files marked with an "X".

Selection Screens	Selection Elements	HRDS FILES						
		Main	UCFE	History	NOA	Award	Acct	Comp
Organization Selection	ORG_ID POI_CD	X	X	X	X	X	X	X
Pay Series/Plan/Grade Selection	PAY_PLN_CD PAY_GRD_CD OC_SER_CD	X		X	X	X		
Appt Status/Work Schedule Selection	WRK_SCH_CD APPT_SCH_CD	X			X			
Name Selection	LAST_NM FIRST_NM	X	X	X	X	X	X	X
Specific Employees within an Org.	ORG_ID SSN_ID	X	X	X	X	X	X	X
Race and National Origin Selection	RNO_CD	X		X	X	X		
Handicap Selection	HCDP_CD	X		X	X	X		
Award Selection	AWD_CD					X		
Date Range Selection	AWD_EFF_DT TR_STRT_DT EFF_DT PAY_PER & CALENDAR YEAR PDATE COMPLV_EARN_YR & COMPLV_EARN_PP				X	X		X

For example, the user selects the Main Data File and the Award File. All selection screens will be available for selection. The user then selects the Organization Screen, the RNO screen and the Date Range screen and enters desired criteria. Criteria entered on the Organization screen will apply to both selected files, but criteria selected from the RNO screen will only apply to the Main Data File and criteria entered on the date range screen will only apply to the Award File.

### 3.1.3 Record Ordering (Sorting)

The Record Ordering Selection Screen, shown below, displays a list of fields in each file selected by which records may be sorted. It allows the user to select a sorting order for the subset of records, in each selected file, that are to be downloaded. If no sorted fields are selected for a file, the extracted record set in that file will be downloaded in order by Organization ID, Last Name and First Name.

```

1.1.30.1          HUMAN RESOURCES DATA SYSTEM          15 MAY 95
SORT.ORDER        Field Download Process                12:00:00
===>             Record Sort Order Selection           PAGE 001 OF XXX

-----
A set of sort keys appears below for each file that was selected.  You may
sort the selected records in each file by marking the order with a number
under the column "#" corresponding to the field(s) you want to sort by.  You
may also choose whether the sort is Ascending (A) or Descending (D).  Up to 9
sort fields may be selected.  Press 2/Proceed to continue.

                                "HRDS File Name"
                                -----
# A/D          # A/D          # A/D          # A/D          # A/D          # A/D
- - X-----X  - - X-----X  - - X-----X  - - X-----X  - - X-----X
- - X-----X  - - X-----X  - - X-----X  - - X-----X  - - X-----X
- - X-----X  - - X-----X  - - X-----X  - - X-----X  - - X-----X
- - X-----X  - - X-----X  - - X-----X  - - X-----X  - - X-----X
- - X-----X  - - X-----X  - - X-----X  - - X-----X  - - X-----X
-----

```

#### 20 - Record Order (Sort) Selection Screen

The user can select up to nine sort fields in each file selected by placing a number, under the column heading "#", (starting with 1 for the highest level sort, 2 for the next etc..) next to the field(s) desired. The selection screen also contains an input (column A/D) for sorting the field values either in **A**scending order (lowest to highest numerically and A to Z alphabetically) or **D**escending order (highest to lowest numerically and Z to A alphabetically). Ascending (A) order is the default and does not need to be specified. Entry of non-numeric characters or numbers not in the range 1 - 9 will be tagged in error. Duplication of sort numbers will produce an error message indicating the number(s) duplicated.

### 3.1.3 Field Selection

The Field Selection Screen, shown below, lists the fields available for downloading in each file selected.

```

1.1.1.30.1          HUMAN RESOURCES DATA SYSTEM          15 MAY 95
FLD.SELECT          Adhoc Download Process                12:00:00
===>               Field Selection Screen                PAGE 001 OF XXX
Mark any fields below with an "X" and press 2/Proceed to continue.
-----
                        "HRDS File Name"
                        -----
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-  X-----X          -  X-----X          -  X-----X
-----

```

#### 21 - Field Selection Screen

There are currently 177 fields in the Main Data File, 13 fields in the Unemployment Compensation File, 38 fields in the History File, 18 fields in the Nature of Action File, 15 fields in the Award File, 11 fields in the Accounting File, and 9 fields in the Compensatory Time File that can be available to the user for downloading. The user selects any combination of the fields displayed for the selected file(s) by marking them with an "X". After all desired fields have been marked, the user should then press **2/Proceed** to continue to the next selected file or, after all files have been displayed, the Field Ordering Screen.

The **9/Mark All** option may be pressed to mark, with an "X", all the fields shown in order to save the user from marking each individual field. At this point, the user can "un-mark" any field by removing the "X".

Downloadable fields are stored in a data dictionary file and are associated with an Access Group and Access Level determined by OHRM/OSSP. Only fields that meet the user's security levels are displayed for selection.



Since the selection screen only displays the database internal field names, a user can display descriptions of any field by marking them with a question mark (?). A list screen (Screen B-15 on page B-21) is displayed giving detailed information on the field(s) marked with a question mark. The user should press **3/Return** from the list screen to return to the Field Selection Screen.

### 3.1.5 Field Ordering

After the user selects the fields to be downloaded from each selected file on the field selection screen, the selected fields for each file are redisplayed on the Field Download Ordering Screen for the user to determine an order of download.

```

1.1.30.1                HUMAN RESOURCES DATA SYSTEM                15 MAY 95
FLD.ORDER                Adhoc Download Process                      12:00:00
===>                    Field Download Ordering                     PAGE 001 OF XXX

-----
The following fields within each selected file were identified for download.
You may download the fields in a specific order for each of the files you
selected by placing a number next to the fields in the order you want them
downloaded. Press 2/Proceed to continue.
                                "HRDS File Name"
                                -----
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
_____ X-----X          _____ X-----X          _____ X-----X
-----

```

**22 - Field Download Ordering Screen**

The user can mark some or all the fields on this screen with a number depicting the order of download for the selected file. The fields not marked with a number will be downloaded in alphabetical order by the field name immediately following the fields marked with an order number.

Entry of non-numeric characters will be tagged and the screen will be redisplayed with an appropriate error message. Duplication of order numbers will produce an error message indicating the number(s) duplicated.

### 3.1.6 Download Format and Save

The next screen displayed in the adhoc download process is the Format and Save Screen. This screen, shown below, displays, for the user's information, the maximum record length of the adhoc download and prompts the user for a download format. The Database format (D) downloads the selected fields in a fixed field length record format. The Spreadsheet format (S) downloads the fields in a quoted, comma delimited variable length format.

```
1.1.30.1          HUMAN RESOURCES DATA SYSTEM          15 MAY 95
DWNLD.SAVE        Adhoc Download Process                12:00:00
===>             Download Format and Save Screen          PAGE 001 OF 001
Enter information below and press the <ENTER> key to execute download.
-----

Max Record Length      : 9,999

Enter Download Format : X : ( 1=Database, 2=Spreadsheet )

-----
Do you wish to save this download profile? (Y/N) : X :

If "Y" then,

Enter Saved Name : XXXXXXXXXXXX :
Enter Download Description:
: X-----X :
```

## 23 - Download Format and Save Screen

Downloaded information from one selected file will not be intermixed with information from other selected files. Each file's downloaded information will be separated and annotated by the file name (from where it came) in the download dataset file. In some unique download file cases where employees have separated from the organization and may no longer be employed by the Department of Commerce, a name may not appear with the downloaded historical data. In such cases, the phrase "Inactive Employee" will appear in place of the employee's Last Name when the Last Name field is selected for download.

If the spreadsheet format is chosen, the first record on the download file for each file group will contain column headers of the common name of the fields selected for downloading.

Users who anticipate running the same downloads on a frequent basis may wish to store the adhoc download information in a user profile record. Users can store a maximum of five download profiles for future downloading. To save a download profile, the user must respond with a "Y" to the prompt "**Do you wish to save this download profile?**", then enter a Profile Name (up to ten characters) and a free text description of the download profile.

If the user tries to save the profile into a pre-existing profile name, a message will be displayed stating that the profile already exists and will prompt the user to "**REPLACE (Y/N)?**". If the response is "Y", the old profile will be replaced with the new download criteria and the download will execute. If the response is "N", the screen will be redisplayed with the message "**Profile not replaced.**" At this point, the user can type in a new name or elect not to save the download by changing the "Save download?" response to "N".

If the user tries to save a sixth profile, a list of the currently saved downloads, sorted by the last used date, will be displayed with the message "**Maximum # of download profiles detected (5). Replace one or do not save.**". This screen, shown below, instructs the user to TAB to the download profile to replace and press <ENTER>. The user may select the **3/Return** key to return to the Download Format and Save screen without replacing one of the existing download profiles.

```

DWNLD.LIST                                HUMAN RESOURCES DATA SYSTEM                                15 MAY 95
USER: OIRMAH                             User Download Profiles Selection                             12:00:00
====>                                     PAGE 001 OF 002
Maximum # of downloads profiles detected (10).  Replace one or do not save.
-----
To select a download to replace, tab to you choice and press <ENTER>.  The
new download will then execute.  To cancel without replacing, press 3/Return.
Saved Name          Download   Date Last Time Last Date Last   Max
Description         Format      Saved      Saved      Used      RECLen
-----
1  X-----X          XXXXXXXXXXXX  XX/XX/XX  XX:XX:XX  XX/XX/XX  9,999
X-----X          -----X
2  X-----X          XXXXXXXXXXXX  XX/XX/XX  XX:XX:XX  XX/XX/XX  9,999
X-----X          -----X
3  X-----X          XXXXXXXXXXXX  XX/XX/XX  XX:XX:XX  XX/XX/XX  9,999
X-----X          -----X
4  X-----X          XXXXXXXXXXXX  XX/XX/XX  XX:XX:XX  XX/XX/XX  9,999
X-----X          -----X
5  X-----X          XXXXXXXXXXXX  XX/XX/XX  XX:XX:XX  XX/XX/XX  9,999
X-----X          -----X

```

## 24 - Download Profile Replace Screen

After the extracted information in the adhoc download process has been prepared, the Download Menu (screen B-1) will be redisplayed with either the message **Press F3, then F9 now to download dataset "{DATASET NAME}" to your PC.** for Banyan/Autokey users, or the message **Your output has been routed to TSO dataset "{DATASET NAME}"** for all other users. At this point the user **MUST** complete the download process. Failure to do so may result in accrual of computer storage costs. Refer to Attachment 2 in this Appendix for instructions on completing the download.

### 3.2 Accessing Saved Download Profiles

Previously stored profiles can be accessed by selection #2 on the Download Menu (Screen B-1). Download Profiles can only be accessed by the user who created and stored them. The User Download Profiles Selection Screen, shown below, allows the user to select a previously stored download for immediate execution or to edit.

To select a download for immediate execution, the user must TAB to the desired download profile and press <ENTER>. An alternate way of selecting the download profile is to enter the download number after the command prompt "===>" shown at the top of the screen.

```

DWNLD.LIST                                HUMAN RESOURCES DATA SYSTEM                                15 MAY 95
1.1.30.2                                  User Download Profiles Selection                            12:00:00
===>                                       PAGE 001 OF XXX
-----
Select one of the following saved Downloads.  Press 4/Edit to modify or press
<ENTER> to execute "as is".

```

	Saved Name Description -----	Download Format -----	Date Last Saved -----	Time Last Saved -----	Date Last Used -----	Max RECLEN -----
1	X-----X X-----X	XXXXXXXXXXXX	XX/XX/XX	XX:XX:XX	XX/XX/XX	9,999 -X
2	X-----X X-----X	XXXXXXXXXXXX	XX/XX/XX	XX:XX:XX	XX/XX/XX	9,999 -X
3	X-----X X-----X	XXXXXXXXXXXX	XX/XX/XX	XX:XX:XX	XX/XX/XX	9,999 -X
4	X-----X X-----X	XXXXXXXXXXXX	XX/XX/XX	XX:XX:XX	XX/XX/XX	9,999 -X
5	X-----X X-----X	XXXXXXXXXXXX	XX/XX/XX	XX:XX:XX	XX/XX/XX	9,999 -X

25 - User Download Profiles Selection Screen

To edit the download profile record ordering, field selection, and field ordering, the user selects the profile in the same manner as above but instead of pressing the <ENTER> key, the user presses the **4/Edit** key. From there, the user is taken back through the Record Sort Order Selection, Field Selection, Field Download Ordering and the Download Format and Save screens where appropriate changes can be made. At the Format and Save Screen, the user may choose whether or not these changes will be saved back into the modified profile, saved into another profile, or not saved but just executed.

Another option on this screen allows the user to delete a download profile. To delete a download profile, the user must first select a profile by using the TAB key or entering the download number after the command prompt "===>" then press the **9/Delete** key. The screen will be redisplayed with the message "**Download Profile deleted**" and the deleted profile will no longer be shown on the screen. This option should be used carefully; a deleted profile can not be restored, but must

be completely redefined and saved by going through all the Adhoc Download process screens as described in Section 3.1 of this Appendix.

### 3.3 Standard Downloads.

Under the standard downloads menu (#3 on the Download Menu), execution of two existing HRDS pre-formatted download programs (HRD.PEDL001 and HRD.PEDL002) are available. These pre-existing HRDS download programs support the downloading of selected HRDS data elements as either fixed field length records suitable for importing into dBase files, or quoted, comma-delimited variable length records suitable for loading into a Lotus 1-2-3 or similar spreadsheet.

Additionally, the standard download menu supports the separate formatting and downloading of each look-up table currently used with the HRDS data base. These look-up tables typically contain descriptions and abbreviations for coded data element values contained in the HRDS data base. As with the pre-formatted download programs, the lookup table download programs support both fixed field length and quoted, comma-delimited variable length download record structures. The following three screens show the Standard Download Menu Selections.

```
1.1.30.3                HUMAN RESOURCES DATA SYSTEM                15 MAY 95
USER: OIRMAH            Standard Downloads Menu                    12:00:00
===>                                                            Page 1 of 3

-----
Select one of the following:
  1  DATABASE FORMATTED DOWNLOAD
  2  SPREADSHEET FORMATTED DOWNLOAD
  3  ACADEMIC DISCIPLINES
  4  ANNUITANT TABLE
  5  APPOINTMENT CATEGORY TABLE
  6  APPT STATUS/WORK SCHEDULE TABLE
  7  AWARD TABLE
  8  EDUCATION INFORMATION TABLE
  9  EMPLOYMENT PROGRAM TABLE
 10  FIREFIGHTER PAY DIFF. TABLE
 11  HANDICAP TABLE
 12  LEAVE WITHOUT PAY TABLE
 13  OCCUPATIONAL SERIES TABLE

-----
```

26 - Standard Download Menu - Page 1

```
Menu ID: 1.1.30.3      HUMAN RESOURCES DATA SYSTEM      15 MAY 95
USER: OIRMAH          Standard Downloads Menu            12:00:00
===>                                                         Page 2 of 3
```

-----

Select one of the following:

- 14 ORGANIZATIONS - ACTIVE
- 15 ORGANIZATIONS - INACTIVE
- 16 PAY CEILING TABLE
- 17 PAY RATE DETERMINANT TABLE
- 18 PAY PLAN/PAY RATE TABLE
- 19 PERFORMANCE EVALUATION TABLE
- 20 POSITION SENSITIVITY TABLE
- 21 RETIREMENT COVERAGE TABLE
- 22 RACE & NATIONAL ORIGIN TABLE
- 23 STATE/COUNTRY TABLE
- 24 SUPERVISORY CATEGORY TABLE
- 25 SUPERVISORY PAY DIFF. TABLE
- 26 TENURE GROUP TABLE

-----

1/Help      2/Main      3/Quit      4/Prior

## 27 - Standard Downloads Menu - Page 2

```
Menu ID: 1.1.30.3      HUMAN RESOURCES DATA SYSTEM      15 MAY 95
USER: OIRMAH          Standard Downloads Menu            12:00:00
===>                                                         Page 3 of 3
```

-----

Select one of the following:

- 27 VETERANS PREFERENCE TABLE
- 28 VIETNAM ERA VETERANS TABLE
- 29 WORK SCHEDULE INFORMATION TABLE

## 28 - Standard Downloads Menu - Page 3

### 3.2.1 Pre-formatted Employee Download Programs

Under HRDS Menu ID 1.1.30 are two pre-formatted download programs. Menu ID 1.1.30.1 (HRD.PEDL001) formats selected HRDS fields from the Main Data File for downloading and use in PC data base management software such as dBase IV, Foxbase, etc. This file is formatted as fixed-length records, with individual fields occupying fixed column positions, and is organized as follows:

<u>HRDS Field</u>	<u>Column</u>	<u>Length</u>
Last Name	1	17
Suffix	18	3
First Name	21	12
Middle Name	3	12
SSN	45	9
Organization ID	54	25
Pay Plan	79	2
Occupation Series	81	4
Pay Grade	85	2
Pay Step	87	2
Appt/Work Schedule	89	3
Salary	92	6
Birth Date	98	8
Last Entered Grade Date	106	8
SCD Leave Date	114	8

Menu ID 1.1.30.2 (HRD.PEDL002) formats selected HRDS field from the Main Data File for downloading and use in PC spreadsheet software such as Lotus 123, Quattro Pro, etc. This file is formatted as variable-length records, with individual fields surrounded by quotes and separated by commas, and is organized as follows:

"Last Name","Suffix","First Name","Middle Name","SSN","ORG ID","Pay Plan", -  
"Occupational Series","Pay Grade","Pay Step","Appt/Work Schedule",Salary,Hourly Rate

After the selected pre-formatted download program has been prepared for downloading, the Standard Downloads Menu (screen B-9) will be redisplayed with either the message **Press F3, then F9 now to download dataset "{DATASET NAME}" to your PC.** for Banyan/Autokey users or the message **Your output has been routed to TSO dataset "{DATASET NAME}"** for all other users. At this point the user must complete the download process. Failure to do so may result in accrual of computer storage costs. Refer to Attachment 2 in this Appendix for instructions on completing the download.

### 3.3.2 Standard Table Downloads

The Table download programs listed under the Standard Downloads Menu require the user to select a format for downloading. This selection screen, shown below, also displays, for the user's convenience, a description of the both the database and spreadsheet layouts for the selected Table download and prompts the user for the desired download format.

```

1.1.30.3.3          HUMAN RESOURCES DATA SYSTEM          15 MAY 95
DL.ACADDSC          Table Download Format Screen            12:00:00
===>                Academic Discipline Table             PAGE 001 OF 001
Enter a download format then press the <ENTER> key to download.
-----

Enter download format : X :    ( D=Database, S=Spreadsheet )

-----

The Academic Discipline Table is downloaded in the following formats:

Database Format:                ( Max Record Length = 83 )
    FIELD                      LEN      POSITION
    Academic Discipline Code      6        1 - 6
    Academic Discipline Description 40       8 - 47
    Academic Discipline Category  35       49 - 83

Spreadsheet Format:              ( Max Record Length = 91 )
    "Academic Discp Code","Academic Discp Desc","Academic Discp Category"
-----

```

#### 29 - Table Download Format Screen - Academic Discipline

The user must enter a download format; **D** for Database Format or **S** for Spreadsheet format. After entering the download format, the user should press <ENTER> to execute the download.

When the selected information has been prepared for downloading, the Standard Downloads Menu (screen B-9) will be redisplayed with either the message **Press F3, then F9 now to download dataset "{DATASET NAME}" to your PC.** for Banyan/Autokey users or the message **Your output has been routed to TSO dataset "{DATASET NAME}"** for all other users. At this point the user must complete the download process. Refer to Attachment 2 in this Appendix for instructions on completing the download.



### 3.4 Data Dictionary Lookup

Any user with download access can use the data dictionary lookup feature (selection #4 on the Download Menu). This report allows the user to see a one-line-per-record list of the HRDS data elements available for downloading in any or all of the HRDS data files. The report can be displayed either to the user's terminal or can be printed to the user's local printer. The data elements are displayed in alphabetical order by field name for each of the files selected.

#### 3.4.1 File Selection Screen

The user must first select one or more files to display a data elements listing for using the File Selection Screen shown below:

```
GS025                      HUMAN RESOURCES DATA SYSTEM          15 MAY 95
USER: OIRMAH                File Selection Screen                12:00:00
===>                        PAGE 001 OF 001

-----
Place an "X" next to one or more data files listed below or leave
blank for all files. Press <ENTER> to continue.

      _  HRDS Main Data File
      _  HRDS Unemployment Comp. File
      _  HRDS History File
      _  HRDS Nature of Action File
      _  HRDS Award File
      _  HRDS Accounting File
      _  HRDS Compensatory Time File
      _  HRDS Organization Table File

-----
1/Help                      3/Quit
```

#### 30 - File Selection Screen

Any or all of the files may be marked with an "X". If the user presses the <ENTER> key without marking any of the files, ALL the HRDS files data elements listings will be displayed. Data elements are displayed for each file selected. Each file's data element listing starts with a new set of page numbers. The page numbers shown on the report refer to the currently displayed file name only.

### 3.4.2 Data Element Listing

After selecting the HRDS files from the file selection screen, a list of data elements from the first file selected will be displayed as shown below. The "Page 001 of XXX" at the top of the screen refers to the number of screen pages for the HRDS File currently being displayed. If the File being displayed contains more than 1 page of downloadable data elements, the user may page through the listing as follows: 1) go forward 1 page at a time using the <ENTER> key or the **8/Forward** option; 2) go back 1 page using the **7/Backward** option; 3) go to the bottom of the file listing using the **6/Bottom** option; 4) go to the top of the file listing using the **5/Top** option; or 5) go directly to a page by typing in a valid page number in the "PAGE XXX" input area at the top of the screen.

If the user selected more than one file on the file selection screen, he/she may proceed to the next file's data element listing by using the **11/Next File** option. The user can jump back and forth between multiple file listings using the **10/Prev File** and the **11/Next File** options. Only those options applicable to the current report listing will be shown on the screen as available for use.

DICT.LIST		HUMAN RESOURCES DATA SYSTEM				15 MAY 95		
1.1.30.4		Data Dictionary List				12:00:00		
==>		"HRDS File Name"				PAGE	001 OF	XXX
-----								
#	Field Name	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl	
-----								
1	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
2	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
3	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
4	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
5	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
6	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
7	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
8	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
9	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
10	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
11	X-----X	X-----X	XXXXXXX	XX	X	XX	XX	
-----								

### 31 - Data Dictionary Lookup List

Additionally, the user may "lookup" any data element to see a complete display of the data dictionary record. To select a record to lookup, the user must TAB to the record number shown on the left-hand side of the screen corresponding to the desired data element and press the **4/Lookup** key. A full page record of the data element selected, as shown in screen B-16, will then be displayed. An alternate way of selecting a data element for lookup is to enter the data element's record number after the command prompt "==">", shown at the top of the screen, and

press the **4/Lookup** key.

```

      DICT.LOOKUP                HUMAN RESOURCES DATA SYSTEM                15 MAY 95
      USER: OIRMAH              Data Dictionary Record Display              12:00:00
      ==>                                                                PAGE 001 OF 001

-----
File Name      : X-----X :                               Last Changed : XX/XX/XX
Field Name     : X-----X :                               Time Changed : XX:XX:XX
Common Name    : X-----X :                               Changed by   : XXXXXXXX
Access Group   : XX : (Access Name)
Access Level   : XX :
Field Name Description:
      : X-----X :
      : X-----X :
      : X-----X :
Format        : X : ( S=String, N=Numeric )
Max Length     : XX :
Sort Field?    : X : ( Y/N )                               Code Table? : X
-----
                        Attributes of field in HRDSDATA -----
INDEXED (KEY)? : X
ORDERED CHARACTER? : X                               ORDERED NUMERIC? : X
-----

```

### 32 - Data Dictionary Maintenance Screen

To return to the file listing, the user should press the **2/Return** key. To quit completely, and return to the Download Menu, the user may press the **3/Quit** key.

The printed version of the dictionary lookup report contains all the information from the screen report as well as a full description of each download field. Attachment 1 contains a complete listing of the Data Dictionary Lookup Report with each HRDS file beginning on a new page starting with page number one (1).

# Attachment 1

## Data Dictionary Lookup Report

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Main Data File

10 JAN 97  
 11:26:08  
 PAGE: 1

Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
ACAD_CAT_DC	Academic category	String	50	N	R	21
Describes the category of an academic level the employee achieved in a college degree program.						
ACAD_DEG_DT	Academic Degree Date	String	6	N	R	21
Date when employee acheived an academic degree. Stored as DDMMYY.						
ACAD_DEG_DTY	Academic Degree Year	String	2	N	R	21
The year the employee received an Academic degree.						
ACAD_DEG_YN	Academic Degree Y/N	String	1	N	R	21
Whether or not the employee has an academic degree.						
ACAD_DEGR_AB	Academic Degree Abbrev	String	10	Y	R	21
The abbreviated name of the level of Academic Degree the employee has achieved.						
ACAD_DSC_CD	Academic Discipline Code	String	6	N	R	21
Coded value denoting the academic discipline of the employee's degree program.						
ACAD_DSC_DC	Academic Discipline Desc.	String	50	N	R	21
The academic discipline of the employee's college degree program.						
ACCSN_DT	Accession Date	String	6	Y	R	21
The date the employee began working for the Department of Commerce. Stored in a YYMMDD format.						
ALV_ACCRU_YTD	Annual Leave Accrued YTD	Numeric	4	N	P	15
The amount of annual leave hours the employee has accrued year to date.						
ALV_BAL	Annual Leave Balance	Numeric	7	N	P	15
The employee's available annual leave hours. A two positional decimal place is assumed.						
ALV_CAT	Annual Leave Category	Numeric	1	N	P	15
The number of annual leave hours the employee accrues each pay period. The number of hours will either be 4, 6, or 8.						

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Main Data File

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
ALV_ERROR	Annual Leave Error	String	1	N	P	15
This field contains a value of 1 if there was a discrepancy in the employee's annual leave for the pay period.						
ALV_RESTOR_1HR	Annual Leave Restored 1	Numeric	6	N	P	15
The number of annual leave hours restored to the employee. This amount will not be included in the employee's use or lose amount at the end of the year. Two decimal places assumed.						
ALV_RESTOR_2HR	Annual Leave Restored 2	Numeric	6	N	P	15
The number of annual leave hours restored to the employee. This value is not figured into the employee's use or lose computation at the end of the year. Two decimal places are assumed.						
ALV_RESTOR_3HR	Annual Leave Restored 3	Numeric	6	N	P	15
The number of annual leave hours restored to the employee. This value is not figured into the employee's use or lose computation at the end of the year. Two decimal places are assumed.						
ALV_USE_YTD	Annual Leave Used YTD	Numeric	6	N	P	15
The number of annual leave hours used by the employee year-to-date. Two decimal places are assumed.						
ANNUIT_AMT	Annuitant Amount	Numeric	7	N	P	15
The amount of annuity for the employee. Two decimal places are assumed.						
ANNUIT_CD	Annuitant Code	String	1	N	P	15
The field contains a coded value denoting whether the employee is a re-employed annuitant.						
ANNUIT_DC	Annuitant Description	String	50	N	P	15
A description of the type of annuity the employee receives.						
ANNUIT_YN	Annuitant Y/N	String	1	N	P	15
Indicates whether or not the employee receives an annuity.						
APP_LV_REC	APP Leave Record	String	1	N	R	21
A "Y" in this field indicates that the employee does not have a ceiling for annual leave.						

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Main Data File

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
APPT_CAT_DC	Appointment Category Desc	String	50	N	R	21
The category name of the employee's appointment schedule.						
APPT_CATC_CD	Appt Category Group Code	String	1	N	R	21
A code generated in HRDS indicating whether the employee falls under Excepted Service (E) or Competitive Service (C).						
APPT_NTE_DT	Appt Not-to-Exceed Date	String	6	Y	P	15
The not-to-exceed date for the employee's appointment. The date is stored in a YYMMDD format.						
APPT_PERM_YN	Permanent Appointment Y/N	String	1	N	P	15
Whether or not the employee's appointment is permanent.						
APPT_SCH_AB	Appt Schedule Abbrev	String	10	N	P	15
Abbreviated name of the employee's appointment schedule.						
APPT_SCH_CD	Appointment Schedule Code	String	2	N	P	15
A code denoting the employee's appointment schedule.						
APPT_STA_CD	Appointment Status Code	String	1	N	R	21
A code generated in HRDS that indicates if the employee is Full-time (F), Part-time (P) or Intermittent (I).						
AUO_PROJ_ANN	AUO Projected Annually	Numeric	7	N	R	21
The projected amount of AUO/Standby/Availability pay to be received based on a percentage of the employees Scheduled Salary.						
BASEPAY_YTD	Base Pay YTD	Numeric	8	N	P	15
The employee's base pay amount year-to-date. Two decimal places are assumed.						
BIRTH_DT	Birth Date	String	6	Y	P	15
The employee's date of birth - YYMMDD format.						
BUS_CD	Bargaining Unit Status Cd	String	4	N	R	15
Code describing the employee's bargaining unit						
CAR_ELQ_DT	Career Eligibility Date	String	6	N	R	21

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Main Data File

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
CHK_DESIG_AG	Check Designated Agent	String	4	N	R	21
The designated agent code for employees whose check distribution is mailed to a Designated Agent.						
CHK_MAIL_DIS	Check Mail Distribution	String	1	N	R	21
A code denoting the Distribution Method for the employee's pay. 1 = Home Delivery, 2=Designated Agent, 3=Direct Deposit/Electronic Transfer.						
CMP_LVL_CD	Competitive Level Code	String	4	Y	R	30
Code denoting the employee's competitive level.						
COMPLY_BAL	Comp Leave Balance	Numeric	7	N	P	15
The number of compensatory leave hours the employee has available for use. Two decimal places are assumed.						
COMPLY_EARN_YTD	Comp Leave Earned YTD	Numeric	7	N	P	15
The number of compensatory leave hours the employee has earned year-to-date. Two decimal places are assumed.						
COMPLY_USE_YTD	Comp Leave Used YTD	Numeric	7	N	P	15
The number of compensatory leave hours the employee has used year-to-date. Two decimal places are assumed.						
CRED_MIL_SER	Cred. Military Service	Numeric	4	N	P	15
The number of years and months of creditable military service an employee currently has.						
CREDIT_HRS_BAL	Credit Hours Balance	Numeric	6	N	P	15
The number of credit hours the employee has available for use. Two decimal places are assumed.						
CUR_GRD_DT	Last Entered Grade Date	String	6	N	P	15
The most recent date the employee received their current grade. The date is in a YYMMDD format.						
DD_BIRTH	Birthday Day	String	2	N	P	15
The day of the month of the employee's date of birth.						
DSR_RETR_ELIG_YN	DSR Retirement Eligible	String	1	N	R	21



1.1.30.4	HUMAN RESOURCES DATA SYSTEM	10 JAN 97
DICT.LOOKUP	Data Dictionary Record List	11:26:08
USER: OIRMAH	HRDS Main Data File	PAGE: 5

Field Name	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
DT_SCD_RETIRE	SCD Retire Date	String	6	N	P	15
The service computation date used for deriving an employee's eligibility for retirement. The date is in a YYMMDD format.						
DUTY_CITY_CD	Duty City Code	String	4	N	P	15
A code denoting the city of the employee's duty station.						
DUTY_CITY_NM	Duty City Name	String	30	Y	P	15
The city name of the employee's duty station.						
DUTY_CNTY_CD	Duty County Code	String	3	Y	P	15
A code denoting the county of the employee's duty station.						
DUTY_ST_CD	Duty State Code	String	2	Y	P	15
The state code of the employee's duty station.						
DUTY_STN_CD	Duty Station Code	String	6	N	R	21
A code made up of the employee's Duty State code and Duty City code.						
EDUC_CAT_DC	Education Category Desc	String	50	N	R	21
The category of educational level the employee has achieved.						
EDUC_LVL_CD	Education Level Code	String	2	N	R	21
A code denoting the level of education of the employee.						
EDUC_LVL_DC	Education Level Desc	String	50	N	R	21
A description of the education level the employee has achieved.						
EMPL_AGE	Employee's Age	Numeric	5	N	R	21
The employee's age (includes decimal and 2 decimal places) as of the end of the current pay period.						
EMPL_LOS	Empl. Length of Service	Numeric	5	Y	R	21
The employee's length of service (in years and 2 decimal places) at the end of the current pay period.						
EMPT_PRG_CD	Employment Program Code	String	2	N	R	21
A code denoting a special employment program if applicable.						

1.1.30.4  
 DICT.LOOKUP  
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HUMAN RESOURCES DATA SYSTEM  
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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
EMPT_PRG_YN	Employment Program Y/N	String	1	N	R	21
Whether or not the employee is on a special employment program.						
ENV_DIF	Environment Differential	Numeric	5	N	P	15
A rate of the employee's scheduled salary based on the employee's duty area. This is one of the additions to the scheduled salary which comprises an employee's adjusted salary. Two decimal places assumed.						
FICA	FICA	Numeric	8	N	P	15
The government share of FICA for the employee. Two decimal places assumed.						
FICA_YTD	FICA YTD	Numeric	8	N	P	15
The government share of FICA for the employee year-to-date. Two decimal places assumed.						
FIN_DIS_REQ2	Financial Disclosure	String	1	N	R	21
A code indicating Financial Disclosures (3 = Public, 4 = Confidential, 0 = None).						
FIRE_PAY_CD	Firefighters Pay Code	String	2	N	P	15
A code denoting an employees firefighter pay differential.						
FIRE_PAY_YN	Firefighter Pay Y/N	String	1	N	P	15
Whether or not the employee is eligible for the firefighter pay differential.						
FIRST_NM	First Name	String	12	Y	P	15
The employee's first name.						
FISCAL_YEAR	Fiscal Year	String	2	N	R	21
The fiscal year of the current pay period record.						
FTP_14_ABOVE	FTP Grade 14 or Above Y/N	String	1	N	R	21
Indicates whether or not the employee is considered a Full-time Permanent Grade 14 or above.						
GEOADJ_PCT	Geographic Adjustment PCT	Numeric	5	N	P	15
An adjustment % of the employee's annual salary based on the duty sta.						

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
GE0ADJ_RATE	Geographic Adjust. Rate	Numeric	8	N	P	15
The dollar amount of the adjustment to the employee's salary based on their duty stations geographical area (also known as locality pay percent). Two decimal places assumed.						
GOVT_BENE_FYTD	Govt Paid Benefits - FYTD	Numeric	8	N	R	21
The total amount of government paid benefits from the beginning of the fiscal year up to and including the current pay period benefits. This value includes a decimal.						
GOVT_BENE_PP	Govt Paid Benefits - PP	Numeric	6	N	R	21
The total amount of government paid benefits during the current pay period. The decimal is included in this value.						
GRD_BASIS_IN	Grade Basis Indicator	String	1	N	R	21
Grade basis indicator.						
GROSPAY_YTD	Gross Pay YTD	Numeric	8	N	P	15
The employee's gross pay year-to-date. Two decimal places assumed.						
HDGP_CD	Handicap Code	String	2	N	E	45
Coded value denoting the Handicap, if any, of the employee.						
HDGP_YN	Handicap Y/N	String	1	N	E	45
Whether the employee has a handicap or not.						
HEALTH	Medical Benefit Amount	Numeric	9	N	P	15
The government share of health insurance for the employee. Two decimal places assumed.						
HMLV_ACCRU_YTD	Home Leave Accrued YTD	Numeric	4	N	P	15
The number of home leave hours the employee has accrued year-to-date. No decimal places.						
HMLV_BAL	Home Leave Balance	Numeric	6	N	P	15
The number of home leave hours the employee has available. Two decimal places assumed.						
HMLV_USE_YTD	Home Leave Used YTD	Numeric	6	N	P	15

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
HOSP	Hospitalization Benefit	Numeric	8	N	P	15
The amount of the government paid benefit of hospitalization for the employee. Two decimal places assumed.						
HOSP_YTD	Hospitalization YTD	Numeric	8	N	P	15
The amount of government paid benefit of hospitalization for the employee year-to-date. Two decimal places assumed.						
INDV_POS_ID	Position Sequence ID	String	8	N	P	15
The sequence ID of the employee's position.						
INT_DAY_YTD	Intermittent Days YTD	Numeric	4	N	P	15
The number of intermittent days worked year-to-date for intermittent employees.						
LAST_NM	Last Name	String	17	Y	P	15
The employee's last name.						
LEO_YN	Law Enforcement Ofcr Y/N	String	1	N	R	21
Indicates whether or not the employee is a Law Enforcement Officer.						
LIFEIN	Life Insurance Benefit	Numeric	8	N	P	15
The amount of government paid life insurance benefit for the employee. Two decimal places assumed.						
LWOP_CD	Leave Without Pay Code	String	1	N	P	15
A code denoting the employee's type of non-pay status.						
LWOP_HRS	Leave without Pay hours	Numeric	5	N	R	21
The number of hours the employee had on Leave Without Pay Status for the current pay period.						
LWOP_HRS_YTD	Leave Without Pay YTD	Numeric	6	N	R	21
The number of hours an employee was on leave without pay total during the leave year.						
LWOP_YN	Leave without Pay Y/N	String	1	N	P	15
Whether or not the employee is in a leave without pay status.						

1.1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Main Data File

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
MILV_EMR_YTD	Emerg. Military Leave YTD	Numeric	6	N	P	15
The number of emergency military leave hours the employee has used year-to-date. Two decimal places assumed.						
MILV_REG_YTD	Reg. Military Leave YTD	Numeric	6	N	P	15
The number of regular military leave hours the employee has used YTD. Two decimal places assumed.						
MM_BIRTH	Birthday Month	String	2	N	P	15
The month (MM) of the employee's date of birth.						
NAME	Employee Name	String	43	Y	R	21
The employees name in the format: Last Name First Name Middle Name.						
NFC_SEP_ACC	NFC Separation Accsn Type	String	1	N	R	21
This is the SEP_ACC_TYPE that came from NFC. If an employee separated from Commerce during the current pay period, this code would indicate a separation (1). The SEP_ACC_TYPE field would be 0 (active).						
OC_SER_CD	Occupational Series Code	String	4	Y	P	15
The occupational series of the employee.						
OC_SER_DC	Occup. Series Description	String	30	N	P	15
The employee's occupation series name.						
OPT_RETR_ELIG_YN	Optional Retirement Elig.	String	1	N	R	21
Whether or not the employee is eligible for optional retirement at the time of the end of the current pay period.						
ORG_ID	Organization ID	String	18	Y	P	15
The 18 positional code denoting the employees organization.						
ORG_SNM1	Org Level 1 Short Name	String	30	N	P	15
The short name of the employee's organization level 1.						
ORG_SNM2	Org Level 2 Short Name	String	30	N	P	15
The short name of the employee's organization level 2.						

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Main Data File

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
ORG_SNM4	Org Level 4 Short Name	String	30	N	P	15
The short name of the employee's organization level 4.						
PATCO_CD	PATCO Code	String	1	N	R	21
The professional, administrative or technical code for the employees assigned position.						
PAY_DET_CD	Pay Determinant Code	String	1	N	P	15
A code denoting the pay rate determinant for the employee.						
PAY_DET_YN	Pay Determinant Y/N	String	1	N	P	15
Whether or not the employee has a pay determinant other than the regular rate for the position.						
PAY_GRD_CD	Pay Grade	String	2	Y	P	15
The grade of the employee.						
PAY_PER	Pay Period	String	2	N	P	15
The current pay period number.						
PAY_PLN_CD	Pay Plan Code	String	2	Y	P	15
The 2 positional code denoting the employee's pay plan.						
PAY_RATE_CD	Pay Rate Code	String	2	N	P	15
The 2 position code denoting the pay rate of the employee. There are three values for this field; PA = Per Annum, PD = Per Day, and PH = Per Hour. Relates to the salary fields.						
PAY_STEP_CD	Pay Step Code	String	2	Y	P	15
A value from 00 to 10 indicating the employee's step within a specific pay grade from the government pay scale table.						
PAY_TRANS_CD	Pay Transaction Code	String	2	N	R	21
The pay transaction code for an employee who had some form of overtime in the current pay period.						
PERF_CAT_DC1	Performance Category 1	String	16	N	R	21
The category of the employee's latest performance rating.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
PERF_CAT_DC3	Performance Category 3	String	16	N	R	21
The category of the employee's 3rd to latest performance rating.						
PERF_CAT_DC4	Performance Category 4	String	16	N	R	21
The category of the employee's 4th to latest performance rating.						
PERF_CAT_DC5	Performance Category 5	String	16	N	R	21
The category of the employee's fifth to latest performance rating.						
PERF_EVL_CD1	Performance Evaluation Cd	String	2	N	R	21
A code denoting the rating the employee received in his/her latest performance evaluation.						
PERF_EVL_CD2	Performance Evaluation Cd	String	2	N	R	21
A code denoting the rating the employee received in his/her 2nd to latest performance evaluation.						
PERF_EVL_CD3	Performance Evaluation Cd	String	2	N	R	21
A code denoting the rating the employee received in his/her 3rd to latest performance evaluation.						
PERF_EVL_CD4	Performance Evaluation Cd	String	2	N	R	21
A code denoting the rating the employee received in his/her 4th to latest performance evaluation.						
PERF_EVL_CD5	Performance Evaluation Cd	String	2	N	R	21
A code denoting the rating the employee received in his/her 5th to latest performance evaluation.						
PERF_EVL_DT1	Performance Evaluation Dt	String	6	N	R	21
The date of the employee's latest performance evaluation. The date is stored in a YYYYMMDD format.						
PERF_EVL_DT2	Performance Evaluation Dt	String	6	N	R	21
The date of the employee's 2nd to latest performance evaluation. The date is stored in a YYYYMMDD format.						
PERF_EVL_DT3	Performance Evaluation Dt	String	6	N	R	21
The date of the employee's 3rd to latest performance evaluation. The						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
PERF_EVL_DT4	Performance Evaluation Dt	String	6	N	R	21
The date of the employee's 4th to latest performance evaluation. The date is stored in a YYYYMMDD format.						
PERF_EVL_DT5	Performance Evaluation Dt	String	6	N	R	21
The date of the employee's 5th to latest performance evaluation. The date is stored in a YYYYMMDD format.						
PERFEVL_LCD	Last Performance Eval. Cd	String	2	N	R	21
A code denoting the rating the employee received in his/her last performance evaluation.						
PERFEVL_LDTY	Last Performance Eval. Dt	String	6	N	R	21
The date of the employee's last performance evaluation. The date is stored in a YYYYMMDD format.						
POI_CD	Personnel Off. Indicator	String	4	N	P	15
This code is the Personnel Office Indicator.						
POS_ID	Position ID	String	8	N	P	15
The employee's position ID. The position ID is comprised of the employee's occupational series code, pay plan code, and pay grade code.						
POS_MAS_ID	Position Master ID	String	6	N	P	15
The employee's master position ID.						
POS_SEN_AB	Position Sensitivity Abbr	String	7	N	R	21
The abbreviated name of the employee's position sensitivity level.						
POS_SEN_CD	Position Sensitivity Code	String	2	Y	R	21
A code denoting the employee's position sensitivity level.						
POS_SEN_DC	Position Sensitivity Desc	String	27	N	R	21
The descriptive name of the employee's position sensitivity level.						
POS_TTL	Position Title	String	30	Y	P	15
The employee's position title name.						



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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
PROC_INT_ACT	Procurement Integrity Act	String	1	N	R	21
Indicates whether or not the employee is a Procurement Integrity Act filer.						
PROJ_USE_LOSE	Projected Use or Lose Hrs	Numeric	6	N	P	21
The employees annual leave hours are projected out to the end of the year and these are the hours that the employee must use (or lose) before then.						
PROM_NTE_DT	Promotion NTE Date	String	6	N	P	15
The date not-to-exceed for an employee's temporary promotion. The date is stored in a YYMMDD format.						
RELIGLV_BAL	Religious Leave Balance	Numeric	5	N	P	15
The number of religious leave hours used by employee. Two decimal places assumed.						
RELIGLV_YTD	Religious Leave YTD	Numeric	5	N	P	15
The number of religious leave hours the employee has used year-to-date Two decimal places assumed.						
RETIRE	Retirement Benefit	Numeric	8	N	P	15
The amount of government paid benefit for retirement for the employee. Two decimal places assumed.						
RETR_COV_AB	Retirement Coverage Abbrv	String	10	N	P	15
The abbreviated name of the employee's retirement coverage plan.						
RETR_COV_CD	Retirement Coverage Code	String	1	N	P	15
A code denoting the employee's retirement plan.						
RETR_COV_YN	Retirement Coverage Y/N	String	1	N	P	15
Whether or not the employee is covered by a retirement plan.						
RNO_CAT_CD	RNO Category Code	String	2	Y	E	45
A code generated in HRDS indicating the Race/National Origin of the employee. WH=White, BL=Black, AS=Asian, HS=Hispanic, AI=American Indian, NH=Non-Hispanic in Puerto Rico.						
RNO_CD	Race/National Origin Code	String	1	Y	E	45

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
RSD_CNTY_CD	Residence County Code	String	3	N	R	21
A code denoting the employee's county of residence.						
RSD_ST_CD	Residence State Code	String	2	N	R	21
A code denoting the employee's state or foreign country of residence. The state codes are numerical and need to be decoded, whereas the country codes are the actual alphabetical codes.						
RSD_STATE_NM	Residence State Name	String	20	N	R	21
The state or foreign country name of the employee's residence.						
RTCONTB_YTD	Retirement Contrib. YTD	Numeric	8	N	P	15
The amount of government paid retirement contribution for the employee year-to-date. Two decimal places assumed.						
SAL_AMT	Adjusted Salary Amount	Numeric	8	N	P	15
The employee's adjusted salary. The amount is either annual, daily or hourly depending upon the value in the PAY_RATE_CD field.						
SAL_HR_AMT	Salary Hour Amount	Numeric	5	N	P	15
The employee's hourly adjusted salary amount. Two decimal places assumed.						
SAL_PAY_PER	Pay Period Salary Amount	Numeric	8	N	R	21
The actual salary amount paid to the employee for the current pay period. This value assumes two decimal places.						
SAL_YR_AMT	Salary Yearly Amount	Numeric	8	Y	P	15
The employee's annual adjusted salary which includes scheduled salary and locality pay. This amount will be the same amount in the SAL_AMT field if the PAY_RATE_CD is "PA". Value assumes two decimal places.						
SAL_YR_TOT	Annual Adjusted Salary	Numeric	8	N	R	21
This is the actual yearly salary amount for the employee. It includes scheduled salary, locality pay and any scheduled AU0, Standby or availability pay. Value includes a decimal point.						
SCD_LY_DT	SCD Leave Date	String	6	N	P	15
The service computation date for determining leave accrual rates.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
SCD_6C_DT	SCD 6C Date	String	6	N	R	21
The service computation Date for employees in 6C Service.						
SCHD_SALARY	Scheduled Salary	Numeric	8	N	P	15
The employees scheduled salary. The amount is either annual, daily or hourly depending upon the value in the PAY_RATE_CD field.						
SEP_ACC_TYPE	Separation Accession Type	String	1	N	P	15
This field indicates whether or not the HRDS record is for an active employee (0) or a separated employee (1).						
SEV_AMT	Severance Amount	Numeric	7	N	P	15
The severance amount paid to a separated employee. This field will only be present if the employee is separated (SEP_ACC_TYPE=1) and is receiving severance pay. Two decimal places assumed.						
SEV_AMT_INT	Severance Interest Amount	Numeric	6	N	R	21
The interest amount paid for employees receiving severance pay.						
SEV_BAL	Severance Balance	Numeric	8	N	P	15
The balance of severance pay yet to be paid to a separated employee. Two decimal places assumed.						
SEV_BEG_DD	Severance Pay Begin Date	String	2	N	P	15
The day (DD) a separated employee's first severance pay begins.						
SEV_BEG_MM	Severance Begin Month	String	2	N	P	15
The month (MM) the employee's first severance pay begins.						
SEV_BEG_YY	Severance Begin Year	String	2	N	P	15
The year (YY) the employee's first severance pay begins.						
SEV_TOT	Severance Total	Numeric	8	N	P	15
The amount of total severance pay for which a separated employee is eligible. Two decimal places assumed.						
SEX_CD	Sex Code	String	1	Y	R	15
The code "M" (male) or "F" (female) denoting the employee's gender.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
SHLV_BAL	Shore Leave Balance	Numeric	6	N	P	15
The number of shore leave hours available for use by the employee. Two decimal places assumed.						
SHLV_USE_YTD	Shore Leave Used YTD	Numeric	6	N	P	15
The number of shore leave hours used by the employee year-to-date. Two decimal places assumed.						
SLV_ACCRU_YTD	Sick Leave Accrued YTD	Numeric	4	N	P	15
The number of sick leave hours accrued by the employee year-to-date.						
SLV_BAL	Sick Leave Balance	Numeric	6	N	P	15
The number of sick leave hours available for use by the employee. Two decimal places assumed.						
SLV_ERROR	Sick Leave Error	String	1	N	P	15
A code indicating whether or not there was a discrepancy in the recording of the employees sick leave.						
SLV_USE_YTD	Sick Leave Used YTD	Numeric	6	N	P	15
The number of sick leave hours used by the employee year-to-date. Two decimal places assumed.						
SPEC_EMPL_CD	Special Employment Code	String	2	N	P	15
A code indicating which, if any, special employment conditions the employee is under.						
SSN_ID	Social Security Number	String	9	Y	P	15
This data field records the social security number of the employee.						
STAND_AUC_PCT	Standby AUO Percent	Numeric	4	N	P	15
Differential % for employees entitled to premium compensation on an annual basis for standby or overtime duty. Two decimal places assumed.						
STATE_NM	State Name	String	20	N	P	15
The state name or foreign country name of the employee's duty station.						
SUF_LNAME	Last Name Suffix	String	5	N	P	15
The employee's last name suffix.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
SUPV_CAT_DC	Supervisory Category Desc	String	17	N	R	21
A description of the category of supervisory level of the employee.						
SUPV_PAY_CD	Supervisory Pay Code	String	2	N	P	15
A code denoting the supervisory pay differential of an employee in a supervisory position.						
SUPV_PAY_YN	Supervisory Pay Y/N	String	1	N	P	15
Whether or not the employee is in a supervisory position and receives a supervisory pay differential.						
SUPV_YN	Supervisory Y/N	String	1	N	P	15
Whether or not the employee is in a supervisory position.						
TENR_GP_AB	Tenure Group Abbrev	String	7	N	R	21
The abbreviated description of the employee's tenure group.						
TENR_GP_CD	Tenure Group Code	String	1	N	R	21
A code denoting the tenure group of the employee.						
TENR_SGP	Tenure Sub-Group	String	10	N	R	21
The sub group of the employee's tenure.						
THRIFT_BAS	Thrift Basic	Numeric	7	N	P	15
The basic 1% or match of the government paid benefit toward Thrift Savings for the employee. Two decimal places assumed.						
THRIFT_CON	Thrift Contributory	Numeric	7	N	P	15
The basic 1% or match of thrift savings benefit paid by the government for the employee. Two decimal places assumed.						
TRN_AMT_WK1	Transaction Amt Week 1	Numeric	7	N	R	21
The amount of overtime paid to the employee for the first week of the pay period.						
TRN_AMT_WK2	Transaction Amount Week 2	Numeric	7	N	R	21
The amount of overtime paid to the employee in the second week of the pay period.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
TRN_HRS_WK2	Transaction Hours Week 2	Numeric	4	N	R	21
The number of overtime hours worked by the employee in the second week of the pay period.						
TSCONTB_YTD	Thrift Contribution YTD	Numeric	7	N	P	15
The basic 1% or match of thrift savings paid by the government for the employee year-to-date. Two decimal places assumed.						
UNION_CD	Union Code	String	2	N	R	21
If an employee belongs to a union, this field would contain the code of the union.						
US_CITZN_YN	U.S. Citizen Y/N	String	1	N	R	21
Whether or not the employee is a United States citizen.						
VET_PREF_CD	Veterans Preference Code	String	1	N	R	21
A code denoting the point values (5-point, 10-point, etc.) and the veterans preference of the employee.						
VET_PREF_DC	Veterans Preference Desc	String	38	N	R	21
The veterans preference description of the employee.						
VET_PREF_YN	Veterans Preference Y/N	String	1	N	R	21
Whether or not the employee has a veterans preference.						
VET_RIF_PREF	Veterans RIF Preference	String	1	N	R	21
A code denoting the Veterans Preference for an employee for Reduction in Force purposes.						
VIET_ERA_YN	Vietname Era Veteran Y/N	String	1	N	R	21
Whether or not the employee is a Vietnam Veteran.						
WB_SHIFT_V	Wage Board Variable Shift	Numeric	5	N	P	15
The rate a wage-board employee receives when he/she is on a variable shift. Two decimal places assumed						
WB_SHIFT_2	Wage Board Shift 2 Rate	Numeric	5	N	P	15
The rate a wage board employee receives when he/she is on the 2nd shift. Two decimal places assumed.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
WGI_ELG_DT	WGI Eligibility Date	String	6	Y	P	15
Eligibility date of the employee's within grade increase. The date is stored in a YYMMDD format.						
WRK_SCH_CD	Work Schedule Code	String	1	N	P	15
A code denoting the employee's work schedule. Indicates levels of full-time, part-time and intermittent schedules.						
WRK_SCH_DC	Work Schedule Description	String	21	N	P	15
A description of the employee's work schedule.						
WRK_SCH_HR	Work Schedule Hours	Numeric	2	N	P	15
The number of hours of the employee's work schedule.						
WRK_SCHC_CD	Work Schedule Category Cd	String	1	N	R	21
A code generated in HRDS idication the work schedule category of the employee. F=Full-time, P=Part-time, I=Intermittent.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
DUTY_ST_CD	Duty State Code	String	2	Y	P	15
The state in which the employee works. Used to establish unemployment compensation for a Federal Employee.						
FDATE	Comp Paid From Date	String	6	Y	P	15
The date (YYMMDD) Unemployment Compensation is started.						
FIRST_NM	First Name	String	12	Y	P	15
The first name of the employee eligible for unemployment compensation.						
LAST_NM	Last Name	String	17	Y	P	15
The last name of the employee eligible for unemployment compensation.						
MIDDLE_NM	Middle Name	String	12	Y	P	15
The middle name of the employee eligible for unemployment compensation.						
ORG_ID	Organization ID	String	18	Y	P	15
The 18 positional organization code for the federal employee.						
PAID_AMT	Amount Paid	Numeric	8	Y	P	15
The actual paid amount for unemployment compensation to the federal employee. Assumes two decimal places.						
PAID_HRS	Paid Hours	Numeric	7	N	P	15
The number of hours the employee is awarded for unemployment compensation.						
PDATE	Date Paid	String	6	N	P	15
The date (YYMMDD) the payment was awarded to the employee for unemployment compensation.						
SAL_AMT	Salary Amount	Numeric	8	Y	P	15
The actual adjusted salary of the employee at the time of separation. Assumes two decimal places.						
SSN_ID	Social Security Number	Numeric	9	Y	P	15
The social security number of the federal employee.						



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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
APPT_CAT_CD	Appointment Category Code	String	1	N	R	21
A code denoting the category of the employee's appointment schedule.						
APPT_CATC_CD	Appt Category Group Code	String	1	N	R	21
A code generated in HRDS indicating whether the employee falls under Excepted Service (E) or Competitive Service (C).						
APPT_STA_CD	Appointment Status Code	String	1	N	R	21
A code generated in HRDS that indicates if the employee is Full-time (F), Part-time (P) or Intermittent (I).						
CALENDAR YEAR	Pay Period Calendar Year	String	2	Y	P	15
The calendar year of the pay period from which the pay information applies.						
FICA	FICA	Numeric	8	N	P	15
The government share of FICA paid for the employee. Assumes two decimal places.						
FIN_DIS_REQ2	Financial Disclosure	String	1	N	P	15
Code indicating an employee's financial disclosure statement.						
FIRST_NM	First Name	String	12	Y	P	15
The employee's first name.						
FISCAL YEAR	Fiscal Year	String	2	Y	P	15
The fiscal year of the pay period from which the pay information applies.						
FY PAY PERIOD	Fiscal Year Pay Period	String	2	Y	P	15
The pay period number pertaining to the fiscal year rather than the calendar year.						
FY QUARTER	Fiscal Year Quarter	String	1	N	P	15
The fiscal year quarter in which the pay period ends.						
GE0ADJ_PCT	Geographic Adjustment PCT	Numeric	5	N	P	15
An adjustment rate to the scheduled salary based of the employee's location. Assumes 4 decimal places.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
GOVT_BENE_FYTD	Govt Paid Benefits - FYTD	Numeric	8	N	R	21
The total amount of government paid benefits from the beginning of the fiscal year up to and including the pay period benefits contained in this record. This value includes a decimal.						
GOVT_BENE_PP	Govt Paid Benefits - PP	Numeric	6	N	R	21
The total amount of government paid benefits in the pay period of this record. The decimal is included in this value.						
HDCP_CD	Handicap Code	String	2	N	E	45
Coded value denoting the Handicap, if any, of the employee.						
HEALTH	Medical Benefit Amount	Numeric	9	N	P	15
The government share of health insurance for the employee. Assumes two decimal places.						
HOSP	Hospitalization Benefit	Numeric	8	N	P	15
The amount of the government paid benefit of hospitalization for the employee. Assumes two decimal places.						
LAST_NM	Last Name	String	17	Y	P	15
The employee's last name.						
LIFEIN	Life Insurance Benefit	Numeric	8	N	P	15
The amount of government paid life insurance benefit for the employee. Two decimal places assumed.						
OC_SER_CD	Occupational Series Code	String	4	Y	P	15
The occupational series code of the employee.						
ORG_ID	Organization ID	String	18	Y	P	15
The 18 positional code denoting the employee's organization.						
PATCO_CD	PATCO Code	String	1	N	R	21
assigned position.						
PAY_GRD_CD	Pay Grade	String	2	Y	P	15
The grade of the employee.						

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
PAY_PLN_CD	Pay Plan Code	String	2	Y	P	15
The 2 positional code denoting the employee's pay plan.						
PAY_RATE_CD	Pay Rate Code	String	2	N	P	15
The 2 positional code denoting the pay rate of the employee. There are three values for this field; PA=Per Annum, PD=Per Day, and PH=Per Hour. Relates to salary fields.						
PAY_STEP_CD	Pay Step Code	String	2	Y	P	15
The value from 00 to 10 indicating the employee's step within a specific pay grade from the government pay scale table.						
PAY_TRANS_CD	Pay Transaction Code	String	2	N	P	15
The transaction code for the type of overtime hours worked.						
POI_CD	Personnel Ofc Indicator	String	4	Y	P	15
This code is the Personnel Office Indicator of the employee.						
PROC_INT_ACT	Procurement Integrity Act	String	1	N	P	15
Code which determines if the employees is required to file under the Procurement Integrity Act.						
RETIRE	Retirement Benefit	Numeric	8	N	P	15
The amount paid benefit for retirement for the employee. Two decimal places assumed.						
RNO_CAT_CD	RNO Category Code	String	2	Y	E	45
Indian, NH=Non-Hispanic in Puerto Rico.						
RNO_CD	Race/National Origin Code	String	1	Y	E	45
A coded value denoting the Race or National Origin of the employee.						
SAL_AMT	Adjusted Salary Amount	Numeric	8	N	P	15
The employee's adjusted salary. The amount is either annual, daily or hourly depending upon the value in the PAY_RATE_CD field. Two decimal places assumed.						
SAL_HR_AMT	Salary Hour Amount	Numeric	5	N	P	15
The employee's hourly adjusted salary amount. Two decimal places						

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Field Name	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
SAL_PAY_PER	Salary Pay Period	Numeric	8	N	P	15
The actual gross salary amount paid to the employee for the pay period. Two decimal places assumed.						
SAL_YR_AMT	Salary Year Amount	Numeric	8	Y	P	15
The employee's annual adjusted salary amount. This amount will be the same of the amount in the SAL_AMT field if the PAY_RATE_CD is "PA".						
SCHD_SALARY	Scheduled Salary	Numeric	8	Y	P	15
The employee scheduled salary. The amount is either annual, daily, or hourly depending upon the value in the PAY_RATE_CD field.						
SEX_CD	Sex Code	String	1	Y	R	15
The code "M" (male) or "F" (female) denoting the employee's gender.						
SSN_ID	Social Security Number	String	9	Y	P	15
The employee's social security number.						
THRIFT_BAS	Thrift Basic	Numeric	7	N	P	15
The basic 1% or match of the government paid benefit toward Thrift Savings for the employee. Two decimal places assumed.						
THRIFT_CON	Thrift Contributory	Numeric	7	N	P	15
The basic 1% or match of thrift savings benefit paid by the government for the employee. Two decimal places assumed.						
TRN_AMT_WK1	Transaction Amount Week 1	Numeric	8	N	P	15
The amount of overtime pay earned in the first week of the pay period. Two decimal places assumed.						
TRN_AMT_WK2	Transaction Amount Week 2	Numeric	8	N	P	15
The amount of overtime pay earned in the second week of the pay period. Two decimal places assumed.						
TRN_HRS_WK1	Transaction Hours Week 1	Numeric	8	N	P	15
The amount of overtime hours worked in the first week of the pay period. Two decimal places assumed.						
TRN_HRS_WK2	Transaction hours Week 2	Numeric	8	N	P	15

1.1.30.4  
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USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
Data Dictionary Record List  
HRDS Pay History File

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Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
WRK_SCH_CD	Work Schedule Code	String	1	N	P	15
A code denoting the employee's work schedule. Indicates levels of full-time, part-time and intermittent schedules.						
WRK_SCH_HR	Work Schedule Hours	Numeric	2	N	P	15
The number of hours of the employee's work schedule.						
WRK_SCHC_CD	Work Schedule Category Cd	String	1	N	R	21
A code denoting the employee's work schedule. Indicates levels of employee. F=Full-time, P=Part-time, I=Intermittent.						

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Nature of Action File

10 JAN 97  
 11:26:09  
 PAGE: 1

Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
APPT_CAT_CD	Appointment Category Code	String	2	Y	R	21
A code indicating the employee's appointment category at the time of the personnel action.						
APPT_CATC_CD	Appt Category Group Code	String	1	N	R	21
A code generated in HRDS indicating whether the employee falls under Excepted Service (E) or Competitive Service (C).						
APPT_STA_CD	Appointment Status Code	String	1	N	R	21
A code generated in HRDS that indicates if the employee is Full-time (F), Part-time (P) or Intermittent (I).						
BIRTH_DT	Birth Date	String	6	Y	P	15
The Employee's date of birth - YYMMDD format.						
DUP_REC	Duplicate Record	String	1	N	P	15
A code denoting a duplication of an employee's NOA record.						
EFF_DT	Effective Date	String	6	Y	P	15
The effective date of the nature of action.						
FIRST_NM	First Name	String	12	Y	P	15
The employee's first name.						
FISCAL YEAR	Fiscal Year	String	2	Y	P	15
The fiscal year of the NOA record.						
HDCP_CD	Handicap Code	String	2	N	E	45
Coded value denoting the Handicap, if any, of the employee.						
LAST_NM	Last Name	String	17	Y	P	15
The employee's last name.						
NOA_CD	Nature Of Action Code	String	3	Y	P	15
Code denoting the employee's Nature of Action. Used in the attrition and accession/retention reports.						
OC_SER_CD	Occupational Series Code	String	4	Y	P	15

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Nature of Action File

10 JAN 97  
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 PAGE: 2

Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
ORG_ID	Organizational ID	String	18	Y	P	15
The 18 positional code denoting the employee's organization at the time of the personnel action.						
PATCO_CD	PATCO Code	String	1	Y	R	21
The Professional, Administrative, Technical, Clerical, Other or Blue Collar code for the employee's assigned position at the time of the personnel action.						
PAY_GRD_CD	Pay Grade	String	2	Y	P	15
The grade of the employee at the time of the personnel action.						
PAY_PLN_CD	Pay Plan Code	String	2	Y	P	15
The 2 positional code denoting the employee's pay plan at the time of the personnel action.						
PAY_STEP_CD	Pay Step Code	String	2	Y	P	15
A value from 00 to 10 indication the employee's step within a specific pay grade from the government pay scale table at the time of the personnel action.						
POI_CD	Personnel Ofc Indicator	String	4	Y	P	15
This code indicates the employee's Personnel Office Indicator at the time of the personnel action.						
RNO_CAT_CD	RNO Category Code	String	2	Y	E	45
Indian, NH=Non-Hispanic in Puerto Rico.						
RNO_CD	Race/National Origin Code	String	1	Y	E	45
A coded value denoting the Race or National Origin of the employee.						
SEX_CD	Sex Code	String	1	Y	R	15
The code "M" (Male) or "F" (female) denoting the employee's gender.						
SSN_ID	Social Security Number	String	9	Y	P	15
This data field records the employee's social security number.						
WRK_SCH_CD	Work Schedule Code	String	1	N	P	15
A code denoting the employee's work schedule. Indicates levels of						

1.1.30.4                      HUMAN RESOURCES DATA SYSTEM                      10 JAN 97  
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Field Name			Max	Sort	Access
Description	Common Name	Format	Len	Fld?	Grp Lvl
WRK_SCHC_CD	Work Schedule Category Cd	String	1	N	R 21

A code generated in HRDS idication the work schedule category of the employee. F=Full-time, P=Part-time, I=Intermittent.



1.1.30.4  
 DICT.LOOKUP  
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HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Award File

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 PAGE: 1

Field Name	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
APPT_CAT_CD	Appointment Category Code	String	1	N	R	21
A code denoting the category of the employee's appointment schedule.						
APPT_CATC_CD	Appt Category Group Code	String	1	N	R	21
A code generated in HRDS indicating whether the employee falls under Excepted Service (E) or Competitive Service (C).						
APPT_STA_CD	Appointment Status Code	String	1	N	R	21
A code generated in HRDS that indicates if the employee is Full-time (F), Part-time (P) or Intermittent (I).						
AWD_CD	Award Code	String	1	Y	R	20
The code denoting the employee's award description.						
AWD_EFF_DT	Award Effective Date	String	6	N	R	20
The date in which the employee's award takes effect.						
AWD_GRP_YN	Award Group Yes or No	String	1	Y	R	20
Indicates whether or not the award was given to a group of employees.						
AWD_HON_CASH	Honorary Cash Award	Numeric	4	N	R	20
The amount of cash for an award.						
AWD_POS_TITL	Position Title	String	37	N	R	20
The employee's position title at the time the award was received.						
CUR_CASH_AWD	Current Cash Award	Numeric	8	N	R	20
The cash amount of the award. Two decimal places assumed.						
FIRST_NM	First Name	String	12	Y	P	15
The employee's first name.						
FISCAL_YEAR	Fiscal Year	String	2	N	R	21
The fiscal year of the current pay period record.						
HDCP_CD	Handicap Code	String	2	N	E	45
Coded value denoting the Handicap, if any, of the employee.						

1.1.30.4  
 DICT.LOOKUP  
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HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Award File

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 PAGE: 2

Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
OC_SER_CD	Occupational Series Code	String	4	Y	P	15
The occupational series code of the employee at the time the award is received.						
ORG_ID	Organizational ID	String	18	Y	P	15
The 18 positional code denoting the employee's organization.						
PATCO_CD	PATCO Code	String	1	N	R	21
assigned position.						
PAY_GRD_CD	Pay Grade	String	2	Y	P	15
The employee's grade at the time the award was received.						
PAY_PLN_CD	Pay Plan Code	String	2	Y	P	15
The employee's pay plan at the time the award was received.						
POI_CD	Personnel Ofc Indicator	String	4	Y	P	15
Code denoting the employee's Personnel Office Indicator.						
RNO_CAT_CD	RNO Category Code	String	2	Y	E	45
Indian, NH=Non-Hispanic in Puerto Rico.						
RNO_CD	Race/National Origin Code	String	1	Y	E	45
A coded value denoting the Race or National Origin of the employee.						
SEP_ACC_TYPE	Separation Accession Type	String	1	N	P	15
This field indicates whether or not the HRDS record is for an active employee (0) or separated employee (1).						
SEX_CD	Sex Code	String	1	Y	R	15
The code "M" (male) or "F" (female) denoting the employee's gender.						
SSN_ID	Social Security Number	String	9	Y	P	15
The employee's social security number.						
WRK_SCH_CD	Work Schedule Code	String	1	N	P	15
A code denoting the employee's work schedule. Indicates levels of full-time, part-time and intermittent schedules.						

1.1.30.4 HUMAN RESOURCES DATA SYSTEM 10 JAN 97  
 DICT.LOOKUP Data Dictionary Record List 11:26:09  
 USER: OIRMAH HRDS Accounting File PAGE: 1

Field Name	Common Name	Format	Max Len	Sort Fld?	Access Grp	Access Lvl
ACCT_DIST_APPN_CD	Dist. Appropriation Code	String	2	Y	P	15
NFC Distribution Appropriation code.						
ACCT_DIST_FISC_YR	Distribution Fiscal Year	String	1	Y	P	15
The last numeric digit based on the fiscal year of the current pay period.						
ACCT_DIST_SUB_LEV	Distribution Sub Level	String	24	N	P	15
Secondary level code within NFC Account Distribution.						
AG51_FUND_TYPE_CD	AG51 Fund Type Code	String	1	N	P	15
A code denoting the Office of Secretary's fund type.						
ERROR_FLAG	Error Flag	String	1	Y	P	15
NFC generated error flag.						
FIRST_NM	First Name	String	12	Y	P	15
The employee's first name.						
LAST_NM	Last Name	String	17	Y	P	15
The employee's last name.						
ORG_ID	Organization ID	String	18	Y	P	15
The 18 positional code denoting the employees organization.						
POI_CD	Personnel Ofc. Indicator	String	4	Y	P	15
The code denoting the employee's personnel office.						
SEP_ACC_TYPE	Separation Accession Type	String	1	N	P	15
This field indicates whether or not the HRDS record is for an active employee (0) or a separated employee (1).						
SSN_ID	Social Security Number	String	9	Y	P	15
This employee's Social Security Number.						

1.1.30.4 HUMAN RESOURCES DATA SYSTEM 10 JAN 97  
DICT.LOOKUP Data Dictionary Record List 11:26:09  
USER: OIRMAH HRDS Compensatory Time File PAGE: 1

Field Name	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
Description						
COMPLY_EARN_HRS	Comp. Leave Earn Hours	Numeric	6	N	R	20
The number of compensatory hours earned. Includes the decimal point and may contain a minus sign for negative hours.						
COMPLY_EARN_PP	Comp. Lv. Earned Pay Per	Numeric	2	N	R	20
The pay period in which the compensatory time accrued.						
COMPLY_EARN_RATE	Comp. Leave Earn Rate	Numeric	5	N	R	20
The employee's hourly rate of pay when the compensatory time was accrued. Includes a decimal point.						
COMPLY_EARN_YR	Comp. Leave Earn Year	String	2	N	R	20
The calendar year in which the compensatory time accrued.						
FIRST_NM	First Name	String	12	Y	P	15
The employee's first name.						
LAST_NM	Last Name	String	17	Y	P	15
The employee's last name.						
ORG_ID	Organizational ID	String	18	Y	P	15
The 18 positional code denoting the employee's organization.						
POI_CD	Personnel Ofc. Indicator	String	4	Y	P	15
A code denoting the employee's personnel office.						
SSN_ID	Social Security Number	Numeric	9	Y	P	15
The social security number of the employee.						

1.1.30.4  
 DICT.LOOKUP  
 USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
 Data Dictionary Record List  
 HRDS Organization Table

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 PAGE: 1

Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
AGENCY	Agency Code	String	2	N	R	15
A code denoting the agency (Department) of the organization.						
ORG_ACR	Organization Acronym	String	4	N	R	15
Acronym of the organization. Usually only at bureau levels.						
ORG_ACTIVE	Active/Inactive Org	String	1	N	R	15
Whether or not the organization record is active. A "1" in this field indicates active, 0 is inactive.						
ORG_ANNUAL_SAL	Org Annual Salary	Numeric	10	N	R	15
The total annual salary for the employees within this office.						
ORG_AVG_SAL	Org Average Salary	Numeric	9	N	R	15
The average salary of the employees within this office. No assumed decimal places.						
ORG_EMPL_CT	Org Employee Count	Numeric	3	N	R	15
The number of employees within this office.						
ORG_FY_AWD_AMT	Org FY Award Amount	Numeric	11	N	R	15
The total amount of award money granted to employees within this office during the current fiscal year.						
ORG_FY_AWD_CT	Org FY Award Count	Numeric	4	N	R	15
The total number of awards granted to employees within this office during the current fiscal year.						
ORG_FY_EMPL_CT	Org FY Employee Count	Numeric	4	N	R	15
The total number of employees who have worked within this office at some point during the fiscal year.						
ORG_FY_OT_EMPS	Org Overtime Empl. Count	Numeric	4	N	R	15
The total number of employees who have worked overtime within this office at some point during the current fiscal year.						
ORG_ID	Organization ID	String	18	Y	R	15
The NFC designated ID for this office.						

1.1.30.4  
DICT.LOOKUP  
USER: OIRMAH

HUMAN RESOURCES DATA SYSTEM  
Data Dictionary Record List  
HRDS Organization Table

10 JAN 97  
11:26:09  
PAGE: 2

Field Name Description	Common Name	Format	Max Len	Sort Fld?	Access Grp	Lvl
ORG_OT_AMT	Org Overtime Amount	Numeric	9	N	R	15
The total amount of overtime dollars paid to employees within this office.						
ORG_SNM	Organization Short Name	String	30	Y	R	15
The short name of the office.						
TOT_ANNUAL_SAL	Total Annual Salary	Numeric	13	N	R	15
The total salary amount of all employees who have the same level org ID as this office.						
TOT_AVG_SAL	Total Average Salary	Numeric	9	N	R	15
The average salary of all employees who have the same level org ID as this office.						
TOT_EMPL_CT	Total Employee count	Numeric	5	N	R	15
The total number of employees who have the same level organization as this office.						
TOT_FY_EMPL_CT	Total FY Employee Count	Numeric	5	N	R	15
The total number of employees who have worked within any office at the same organization level of this office within the current FY.						
TOT_FY_OT_EMPS	Total FY Overtime Empl Ct	Numeric	4	N	R	15
The total number of employees who have worked overtime at the same level organization as this office.						

## Attachment 2

# File Transfer Instructions

Downloading with Banyan/Autokey

NOTE: Users accessing HRDS over the Department's BANYAN Local Area Networks who wish to download information from HRDS are urged to use the HRDS Autokey script programs, as these programs greatly simplify the download process. Contact your System Administrator for information on the HRDS Autokey script programs.

To download using Banyan and Autokey:

- 1) When HRDS finishes processing your adhoc or standard download request, you will be returned to the menu with a message instruction you to press the F3 then F9 function keys to download your TSO dataset to your PC.
- 2) Press PC Function key F3, followed by PC Function key F9.
- 3) The Autokey script will then download the data to the MS-DOS file HRDDBASE.PRN or HRDLOTUS.PRN (depending on your download format selection) in the current drive/directory/subdirectory on your PC.
- 4) Autokey will then return you to the HRDS menu.

Downloading with SimPC

To download using SimPC software:

- 1) When HRDS finishes processing your adhoc or standard download request, you will be returned to the menu with a message stating your output has been routed to a TSO file. Write down the TSO filename displayed on the screen.
- 2) Exit from HRDS; log off from Model 204. When you get to the VTAM/Switch screen, log into TSOB as follows:
  - Select TSOB
  - When asked for your userid, type in the same six character id you used to get into HRDS initially (e.g., OPECSM); press <ENTER>.
  - You will then be asked for a password. Enter the same password you used to get into HRDS; then press <ENTER>.
  - At the TSO/E LOGON screen, press <ENTER>.
- 3) At the TSO "Ready" prompt, press the Alt-F key combination.



- 4) On the SimPC file transfer screen, take the following actions:
- At **File Direction**, press the Spacebar
  - Arrow to **Receive**, and press the Spacebar
  - For **PC**, type path and filename (ex., s:\carolem\filename)
  - For **Remote**, place single quotes around filename noted in Step 1
  - At **Method of Transfer**, press the Spacebar then select **FORSIMPC**, then press <ENTER>.

NOTE: Your technical support person may have precoded these steps for you. If so, simply press <ENTER> when you get to the file transfer screen.

- 5) Once SimPC has completed the file transfer, press <ESC> to return to TSO. Log off from TSO by typing logoff at the ready prompt. You may then logoff as when leaving HRDS. If you want to return to HRDS without breaking your connection:
- Select M204B1 from VTAM/switch screen.
  - At > prompt, type LOGON "User ID" (enter yours). Press <ENTER>.
  - At next >, type in your password and press <ENTER>.
  - At next >, type HRDS and press <ENTER>.

#### Downloading with Off-The-Shelf Communications Software, like Procomm Plus

NOTE: Attempting to download HRDS data using Procomm Plus, Crosstalk, or other off-the-shelf communications packages requires that you have a solid understanding of PC-to-mainframe communications, as well as experience using the Kermit file transfer software. Less experienced users will encounter less difficulty if they use SimPC to perform downloads from HRDS.

- 1) When HRDS finishes processing your adhoc or standard download request, you will be returned to the menu with a message stating your output has been routed to a TSO file. Write down the TSO filename displayed on the screen.
- 2) Exit from HRDS and log off from M204.
- 3) Terminate the Procomm Plus communications session.
- 4) Re-establish a Procomm Plus TTY communications connection using the Kermit protocol.

- 5) Log on to TSOB as follows:
  - Select TSOB
  - When asked for your userid, type in the same six character id you used to get into HRDS initially (e.g., OPECSM); press <ENTER>.
  - You will then be asked for a password. Enter the same password you used to get into HRDS; then press <ENTER>.
  - At the TSO/E LOGON screen, press <ENTER>.
- 6) At the TSO "Ready" prompt, type in KERMIT and press <ENTER>.
- 7) Using the key sequence designated by your communications package (usually an ESC key sequence), return to the PC-controlled part of your session and activate the Kermit "RECEIVE" file transfer program.
- 8) On the Kermit File Transfer screen type in the TSO file name that you wrote down in step 1, and type in the MS-DOS file name where you want the downloaded data stored.
- 9) Once Kermit has downloaded the file, return to TSO and Log off by typing logoff at the ready prompt.
- 10) Terminate the communications session on your PC.

HRDS  
USERS' MANUAL  
Appendix B  
Statistical Adhoc Query

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## **1. INTRODUCTION**

This appendix to the HRDS User Guide contains information about the use of the HRDS Adhoc Statistical Query. The Adhoc Query allows users to define their own queries through the use of the HRDS Standard Selection Screens and allows the user to further define the output of those results.

The entire Adhoc Query Process, which includes record selection, query formatting, and query samples is described in section 2. Section 3 gives information on re-executing previously stored queries. An attachment to this appendix is included displaying HRDS Data Fields available for averaging.

## 2. ADHOC QUERY

Briefly stated, the "adhoc" query scenario allows the user to specify from which HRDS file to query information, the subset of HRDS data base records from that file, the type of statistical information desired (record counts, percentages, averages, and sums), the format in which the information will be displayed, and if "sums" and/or "averages" are selected as a statistical category, the field to sum and/or average.

The paragraphs below describe the screens in the adhoc query process: File Selection, Record Selection; and the Query Format Selection.

### 2.1 File Selection

The File Selection Screen, shown below, allows the user to select one of four HRDS data files to query.

```
GS025B                      HUMAN RESOURCES DATA SYSTEM          06 Jan
97
USER: OIRMAH                 File Selection Screen
12:00:00
===>                        PAGE 001 OF
001

-----
-
  To select a file to query, TAB to the desired file and press
  <ENTER> to continue.  You may query only one file at a time.

                        HRDS Main Data File
                        HRDS History File
                        HRDS Nature of Action File
                        HRDS Award File
```

Only one of the files may be selected to query. The user must TAB to the desired file and press the <ENTER> key to continue. If the <ENTER> key is pressed without selecting a file, the user will receive an error message indicating that a file must be selected.

A description of each of the HRDS data files available for querying is given below.

- HRDS Main Data File

The Main Data File consists of employee information records pertaining to the current pay period. This file contains one record per active employee in the Department of Commerce but does not currently include employee information on NOAA Corps employees, Census Enumerators, nor Foreign Nationals as these groups are not paid through the NFC.

- HRDS Pay History File

The employee Pay History File contains subsets of records from the Main Data file by pay period for the current fiscal year up to but not including the current pay period.

- HRDS Nature of Action File

The Nature of Action File contains all records pertaining to any personnel action initiated on an employee during the past five years. Each record contains a unique personnel action and therefore there can be many records for an individual employee.

- HRDS Award File

The Award File contains records of awards granted to active employees during the past five years. The data in these records include information such as award code, award effective date, award amount (or time-off hours); and employee information such as name, organization, personnel office, pay plan, and grade at the date of the award.

## 2.2 Record Selection

The adhoc query process allows the user to narrow the selection of records using up to eight different HRDS Selection Screens.

```
1.1.25.1          HUMAN RESOURCES DATA SYSTEM          06 Jan
97
QRY.REC.SELECT      Adhoc Query Process
12:00:00
===>              Selection Screens                      PAGE 001 OF
001

-----
-
If you want to choose specific records, you may select one or more of the
following selection screens by marking them with an "X."  Press <ENTER> to
continue.

      X  Organization Selection Screen
      _  Pay Series/Plan/Grade Selection Screen
      _  Appt Status/Work Schedule Selection Screen
      _  Race and National Origin Selection Screen
      _  Handicap Selection Screen
      _  Miscellaneous Selections
      _  Duty Station Selection Screen
```

The user may process one or more of these selection screens by typing an "X" next to the one(s) desired. The organization selection screen is pre-marked for the user's convenience but may be unmarked if so desired. At least one selection screen must be marked and processed. When multiple selection screens are marked, the selection screens will be displayed sequentially until each of the chosen selection screens have been processed. If the user presses **3/Quit** on any of these screens, he or she will be taken directly back to the Menu containing the Adhoc Query.

The selection screens shown in the example above may not be available for every user's adhoc query, depending upon the user's file selection. Only selection screens applicable to the selected file will be displayed as an available option on this screen. Each file will have its own unique Miscellaneous Selections Screen which allows retrieval by fields not found in the HRDS standard selection screens.



### 2.2.1 Standard Selection Screens

The following standard selection screens will be available for all files:

- Organization/POI Selection Screen

This screen allows input of a specific NFC organization ID level and/or Personnel Office, or a HRDS predefined organization/POI access group. The organization access code groups, which are defined by a HRDS system administrator in OHRM, contain combined groupings of organization levels and personnel office codes. Any of the inputs on this screen may be obtained from a selection list.

- Pay Series/Plan/Grade Selection Screen

This screen allows multiple inputs of occupational series codes and/or multiple inputs of pay plan codes and up to 10 pay grades. In lieu of keying in pay plans and grades, the user may select preestablished groups of these fields.

- Appt Status/Work Schedule Selection Screen

This screen allows the user to select, by marking with an "X," any combination of the following appointment status/work schedule categories:

Full Time	- Permanent	Full Time	- Temporary
Full Time	- TERM		
Part Time	- Permanent	Part Time	- Temporary
Part Time	- TERM		
Intermittent	- Permanent	Intermittent	- Temporary
Intermittent	- TERM		

- Race and National Origin Selection Screen

This selection screen allows the user to choose records in two different ways. The first way is to select either 1. All employees except white or 2. All employees. The second way is to mark with an "X" any combination of the National Origin Types listed for selection.

- Handicap Selection Screen

This screen lists all the different handicap codes and their descriptions. The user can mark with an "X" one or more of these codes for selection.

The Duty Station Selection Screen is only available for the HRDS Main Data File and the Award Selection Screen is only available for the HRDS Award File. These selection screens are described below:

- Duty Station Selection Screen

This screen allows the user to select up to 70 duty states, duty cities within a state, and duty countries. The user may also elect to "mark all" duty stations then proceed to unmark up to 70 duty stations to exclude from the query.

- Award Selection Screen

This screen lists all the different award codes and their descriptions. The user can mark with an "X" one or more of these codes for selection.

## 2.2.2 Miscellaneous Selections

Each of the files has its own unique Miscellaneous Selections Screen which allows retrieval by fields not found in the HRDS standard selection screens. The Miscellaneous Selections for the HRDS Main Data File is shown below. The Miscellaneous Selections Screens for the other three files follow.

```
GS040A                                HUMAN RESOURCES DATA SYSTEM                20 Jan
97
USER: OIRMAH                          Miscellaneous Selections
11:30:05
==>                                Hrds Main Data File                Page 001 of
001
Enter any combination of selection criteria. Press <ENTER> to continue.
-----
-
If a field is marked with an "*" you may enter a question mark (?) In the
first input area to select codes from a list. Leave all input areas blank
to bypass this screen.
Gender          : X : (M/F)                                Res State* : XX : XX : XX : XX
:
PATCO Cd*      : X : X : X : X : X :                      Educ Lvl Cd* : XX : XX : XX : XX
:
Acad Degree    : X : (Y/N)                                Acad Degree Yr : XX : XX : XX : XX
:
Retr Cov Cd*   : X : X : X : X : X :                      Perf Evl Cd* : XX : XX : XX : XX
:
Vet Pref Cd*   : X : X : X : X : X : X :                  Emplmnt Prog* : XX : XX : XX : XX
```

The user can enter any combination of selection criteria desired. All fields marked with a "\*" indicate that a list can be obtained of the available code values and their descriptions from which the user may mark desired codes with an "X." To display a list (or lists) of codes, the user should

type a question mark (?) in the first input value of the field. When multiple code lists are selected, the lists are displayed sequentially until all lists have been processed. The user will then return to the Miscellaneous Selections Screen where more selections or changes to selections can be made.

Any field having more than two possible values have multiple input areas on the screen for entry of more than one value. For example, the user may enter resident state values of "MD" and "VA" and "DC" without the need to select these values from a list.

The user may also select records with the value of a specified date field within a range of dates. The user selects the desired data field by placing an "X" next to the desired date field and enters the date range to search by. For example, the user can select ASSCN DT (accession date) by typing an "X" in the input area immediately to the left of this field name and entering a "from date" of "01/01/90" and a "to date" of "12/31/90". This will find employees who were hired during 1990.

#### HRDS History File

```
GS040B                                HUMAN RESOURCES DATA SYSTEM
                                20 Jan 97
USER: OIRMAH                        Miscellaneous Selections
                                11:30:05
==>                                HRDS Pay History file
                                Page 001 of 001
Enter any combination of selection criteria. Press
<ENTER> to continue.
-----
-----
If a field is marked with an "*" you may enter a
question mark (?) In the
first input area to select codes from a list. Leave
all input areas blank
to bypass this screen.
```

HRDS Award File

```
GS040C                                HUMAN RESOURCES DATA SYSTEM                20 Jan
97
USER: OIRMAH                          Miscellaneous Selections
11:30:05
==>                                HRDS Award File                Page 001 of
001
Enter any combination of selection criteria.  Press <ENTER> to continue.
-----
-
If a field is marked with an "*" you may enter a question mark (?) In the
first input area to select codes from a list.  Leave all input areas blank
to bypass this screen.

Gender      : X : (M/F)

PATCO Cd*   : X : X : X : X : X :

Award Effective Date Range:
      From : XX / XX / XX : to : XX / XX / XX :

Award Amount Range:
```

HRDS Nature Of Action File

```
GS040D                                HUMAN RESOURCES DATA SYSTEM                20 Jan
97
USER: OIRMAH                          Miscellaneous Selections
11:30:05
==>                                HRDS Nature of Action File            Page 001 of
001
-----
-
If a field is marked with an "*" you may enter a question mark (?) In the
first input area to select codes from a list.  Leave all input areas blank
to bypass this screen.

Fiscal YR   : XX : XX : XX :
NOA Cd*     : XXX : XXX : XXX : XXX : (Use * for wildcard searches, e.g., 3*)
PATCO Cd*   : X : X : X : X : X :
Gender      : X : (M/F)

NOA Effective Date Range: (MM/DD/YY)
```

### 2.2.2.1 Code List Selection Screen

As shown in section 2.2.2, each of the files contains its own unique Miscellaneous Selections Screen. These screens may contain one or many fields that are marked with an asterisk (\*). The asterisk indicates that the user can select one or more code values from a list selection screen by entering a question mark in the first input area of the marked field. Once the <ENTER> key is pressed, the following Code List Selection screen will appear for each field selected with a question mark.

```
TBL.LIST          HUMAN RESOURCES DATA SYSTEM          20 Jan
97
USER: OIRMAH      Code List Selection
11:30:05
==>              TABLE NAME                          Page 001 of
001
Mark desired codes with an "X" and press 2/Proceed to continue.
-----
-
  Table
  Code  Table Description
  ----  -
- XXXXX X-----
X
- XXXXX X-----
X
- XXXXX X-----
X
- XXXXX X-----
X
- XXXXX X-----
```

The user can page through each code listing selecting desired codes by marking them with an "X." Once all codes have been selected, the **2/Proceed** key should be pressed to continue. When all code listings have been processed, the user will automatically return to the Miscellaneous Selections Screen. That screen will display the message **"Prompts highlighted indicate selections marked from a list."** in the message area near the top of the screen. At this point the user may enter new selections, change already made selections or make or change selections from list screens.

If the **3/Return** key is pressed from the list processing screen, the user will immediately return to the Miscellaneous Selections screen. Any selections marked with an "X" in the current list selection will not be processed. Subsequent lists will not be processed at this point either but, the question mark(s) will remain on the Miscellaneous Selections screen to be processed the next time the user presses <ENTER>.

## 2.3 Query Format Selection

The next screen the user processes is the Adhoc Query Format Selection Screen which requires input from the user to ascertain the type of statistical information desired and the format of how that information will be displayed.

All files use this same query format selection screen but each file may have additional row category selections. The fields for averaging and summing will depend upon the file selected.

```
1.1.25.1          HUMAN RESOURCES DATA SYSTEM          20 Jan
97
QRY.FORMAT          Adhoc Query Process
11:30:05
==>                Query Format Screen                    Page 001 of
001

-----
-
Select the statistical information you would like displayed. Next, select
the row and column categories in which to display these results. Then
press <ENTER> to continue. NOTE: Additional selection of a field name will
be required for Sums and Averages.
Choose desired statistical information categories by marking with an "X."
  _ Record Counts   _ Percentages   _ Averages   _ Sums

Choose up to 3 row categories from below (Mark with 1,2 & 3 for level
order):
  _ Org next Level   _ Organization ID   _ Pay Plan     _ Pay Grade
  _ PATCO            _ Pay Series       _ Gender       _ RNO
  _ Handicap CD      _ POI cd           _ Perm/Temp    _ FT/PT/INT
```

The additional Row Categories that appear on this screen for the selected file are as follows:

Main Data File:	Duty State, Duty Station
History File:	Pay Period, Calendar YR, FY Quarter
Nature Of Action:	Fiscal Year, NOA Cd
Award File:	Award Cd

The user can choose information such as **record counts** (the number of records counted matching the user entered criteria from the selection screens), **percentages** (based on the total report count of records), **sums** (value totals of a specified numeric field), and **averages** (based on a specified numeric field). Each statistical information category selected becomes a column in the output display and is based solely on the subset of records found matching the user entered criteria from the selection screens. The user may choose one or more of these statistics.

The user can then choose row categories under which to group the results. Up to three categories can be selected and the order they are marked will designate how the statistical information will be leveled. For example, the user marks Counts as the desired results, Org 1 level down as row category 1, Pay Plan as row category 2 and Pay Grade as row category 3. The query will display counts of employees for each grade within each pay plan within each Organization, one level down from the entered Org (Bureau level for no entry of Organization). Subtotals will be included for each level selected. The example above would have a subtotal for each Pay Plan and a subtotal for each organization. A grand total for the query will always be displayed. If no row categories are selected, only the grand total line will be displayed. **Row categories are not mandatory.** If the user chooses not to select a row category, the query output will show only 1 line of statistics based only on the total set of records retrieved.

A column category can also be selected. Since each statistical information category selected will be a column under each Column category value, the column categories are restricted to ones that contain only two distinct values. If a column category is selected, the output will also display total columns for the row category. **The user is not required to select a column category.**

If Averages or Sums are desired, the user will need to select the field to sum or average, these screens are shown below and on the following page.

```
AVG.SELECT          HUMAN RESOURCES DATA SYSTEM          20 Jan
97
USER: OIRMAH        Adhoc Query Process
11:30:05
==>                Average Field Selection                Page 001 of
001

-----
-
You have selected "averages" as your query results.  To select one of the
fields below to "average", place the cursor under the desired field and
press 2/Proceed to continue.

                        HRDS File Name
                        -----
X-----X X-----X X-----
X
X-----X X-----X X-----
X
X-----X X-----X X-----
X
X-----X X-----X X-----
```

To select a field from these screens the user must place the cursor under the desired fields and press **2/Proceed** to continue (this is a dynamic screen and as such the **<ENTER>** key is reserved for proceeding to the next page of fields, if available.)

```
SUM.SELECT          HUMAN RESOURCES DATA SYSTEM          20 Jan
97
USER: OIRMAH        Adhoc Query Process
11:30:05
==>                "Sum" field Selection                Page 001 of
001
```

```
-----
-
You have selected "Sums" as one of your query results.  To select one of the
fields below to "sum", place the cursor under the desired field and press
2/Proceed to continue.
```

```
                        HRDS File Name
                        -----
X-----X X-----X X-----
X
X-----X X-----X X-----
X
X-----X X-----X X-----
X
X-----X X-----X X-----
```

The fields available for summing and averaging are taken directly from the HRDS Data Dictionary for the selected file. Any field designated as "numeric" in the data dictionary can be selected on this screen to be summed (totaled). Data Dictionary Fields designated as "averagable" by the Data Dictionary Administrator will be displayed for selection when averaging is desired. Attachment 1 of this document lists the fields available averaging.



## 2.4 Adhoc Query Save Feature

The last screen displayed in the adhoc query process is the Save Screen. This screen, is shown below:

```
QRY.SAVE                      HUMAN RESOURCES DATA SYSTEM          14 Jan
97
USER: OIRMAH                  Adhoc Query Process
12:00:00
===>                          Query Profile Save Screen          PAGE 001 OF
001
Enter information below and press <ENTER> to execute your Query.
-----
-

Do you wish to save this Query as a profile? (Y/N) : N :

If "Y" then,

    Enter Saved Name : XXXXXXXXXXXX :

    Enter Description of Query:

    : X-----X
    :
```

The prompt “**Do you wish to save this Query as a profile**” is pre-filled to "N" for the user's convenience. Users who anticipate running the same query on a frequent basis may wish to store the adhoc query information in a query profile record. Users can store a maximum of five query profiles for future querying. To save a query profile, the user must respond with a "Y" to the prompt “**Do you wish to save this query profile?**,” then enter a Profile Name (up to ten characters) and a free text description of the query.

If the user tries to save the profile into a preexisting profile name, a message will be displayed stating that the profile already exists and will prompt the user to “**REPLACE (Y/N)?**”. If the response is "Y," the old profile will be replaced with the new query criteria and the query will execute. If the response is "N," the screen will be redisplayed with the message “**Profile not replaced.**” At this point, the user can type in a new name or elect not to save the query by changing the "Save Query?" response to "N."

If the user tries to save a sixth profile, a list of the currently saved queries, sorted by the last used date, will be displayed with the message “**Maximum # of query profiles detected (5). Replace one or do not save.**” This screen, shown below, instructs the user to TAB to the query profile to replace and press <ENTER>. The user may select the **3/Return** key to return to the Query Save screen without replacing one of the existing query profiles.

```

      QRY.LIST                      HUMAN RESOURCES DATA SYSTEM          15 Jan
      97
      USER: OIRMAH                Adhoc Query Profiles Selection
      12:00:00
      ==>                                PAGE 001 OF
      001
      Maximum # of query profile destected (5).  Replace one or do not save.
      -----
      -
      To select a query to replace, tab to you choice and press <ENTER>.  The new
      query will then execute.  To cancel without replacing, press 3/Return.
      Saved Name                      Query Stats      Date Last  Time Last  Date
      Last
      Description  Query File  CTS PCT AVG SUM      Saved      Saved      Used
      -----
      -
      1  X-----X      X-----X      X  X  X  X  MM/DD/YYYY  HH:MM:SS
      MM/DD/YYYY
      X-----X-----X
      2  X-----X      X-----X      X  X  X  X  MM/DD/YYYY  HH:MM:SS
```

## 2.5 Query Output

Output from the query will depend upon the selection criteria, statistical information categories selected and, row and column categories selected. Sample queries are shown in the section below. The first three Samples display printed output, the last sample shows how the query output would appear on the screen.

### 2.5.1 Sample 1

- **File Selection:** HRDS Main Data File
- **Selection Criteria:** Adhoc Selection Screen:  
Birth Date in the date range of 01/01/65 to 12/31/75 (20 thru 30 year olds)
- **Statistical Information Category Selected:**  
Record Counts, Percents, Sums, and Averages
- **Row Categories Selected:** 1. Job Series 2. Grade
- **Column Category Selected:** Gender
- **Field Selected to Sum:** Salary Year Amount
- **Field Selected to Average:** Salary Year Amount

Page: xxx

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**2.5.2 Sample 2**

- **File Selection:** HRDS Main Data File
- **Selection Criteria:**
  - Organization Selection Screen
  - 51
  - Pay Series/Plan/Grade Selection Screen
  - Occupational Series = 0334, Grade = 11,12,13
  - Appt Status/Work Schedule Selection Screen
  - All Permanents
- **Statistical Information Category Selected:**
  - Averages
- **Row Categories Selected:** 1. Org 1 Lvl Down
- **Column Category Selected:** Gender

1.1.25.1  
QRY.EXECUTE  
User: OIRMAH

HUMAN RESOURCES DATA SYSTEM

Adhoc Query Results

As of Pay Period 26 Ending 01/04/97

20 Jan 97  
10:00:00  
Page: XXX

\*\*\* Organization Header - Entered Org \*\*\*

Organization	Males		Females		TOTAL	
	Average	Empl_Age	Average	Empl_Age	Average	Empl_Age
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
x-----x	XX	XX	XX	XX	XX	XX
TOTAL	XX	XX	XX	XX	XX	XX

Selection Criteria: 51\*/Series=0334,Grade=11,12,13/Perm Empl  
Sensitive Personnel Data: Use is Restricted (Privacy Act, 5 U.S.C. 552a)

**2.5.3 Sample 3**

- **Selected File:** HRDS Award File
- **Selection Criteria:** Adhoc Selection Screen:  
Awards given in the date range of 01/01/94 to 12/31/94 (1994)
- **Statistical Information Category Selected:**  
Record Counts, Percents, and Sums
- **Row Categories Selected:** 1. Organization 1 Lvl Down 2. Awd Code 3. Gender
- **Column Category Selected:** PERM/TEMP
- **Field Selected to Sum:** Award Amount

1.1.25.1

QRY.EXECUTE

User: OIRMAH

## HUMAN RESOURCES DATA SYSTEM

Adhoc Query Results

As of Pay Period 26 Ending 01/04/97

20 Jan 97

10:00:00

Page: XXX

## \*\*\* Organization Header - Entered Org \*\*\*

Organization

Award

Gender

PERMANANT

% Total Award

Count

TEMPORARY

% Total Award

Count

TOTAL

% Total Award

X-----X

Male:-----X

Female:

Sub-total Gender

Sub-Total Awards

Male:

Female:

Sub-total Gender

Report TOTALS

X-----X

Male:

Female:

Sub-total Gender

Sub-Total Awards

Male:

Female:

TOTAL

Selection Criteria: DOC - Dept/Awd Dt=940101-941231



**2.5.4 Sample 4 - Screen Display**

- **Selected File:** HRDS Pay History File
- **Selection Criteria:**
  - Organization Selection Screen:  
51 11
  - Adhoc Selection Screen:  
Pay Period 20
- **Statistical Information Category Selected:**  
Record Counts, Sums, Averages
- **Row Categories Selected:** none
- **Column Category Selected:** none
- **Field Selected to Sum:** Salary Pay Period
- **Field Selected to Average:** Salary Pay Period

1.1.25.1	HUMAN RESOURCES DATA SYSTEM	22 Jan
97		
QRY.EXECUTE	Adhoc Query Results	
11:09:23		
==>	As of Pay Period 26 Ending 01/04/97	PAGE 001 OF
001		
-----		
-		
	Average	Total
	Count SAL_PAY	SAL_PAY_PER
	-----	-----
Total	479 2,089	1,000,526

### 3. PREVIOUSLY SAVED ADHOC QUERIES

Previously stored query profiles can be re-executed by the user who created and stored them. The Adhoc Query Profiles Selection Screen, shown below, allows the user to select a previously stored query for immediate execution or to edit and execute.

To select a query for immediate execution, the user must TAB to the desired query profile and press <ENTER>. Another way of selecting the query profile is to type the query number (shown immediately to the left of the query profile) after the command prompt "====>" shown at the top of the screen and press <ENTER>.

```

QRY.LIST                                HUMAN RESOURCES DATA SYSTEM                                14 Jan
97
USER: OIRMAH                            User Query Profiles Selection
12:00:00
===>
001

```

---

```

-
Select one of the following & press 4/Edit format to modify query format
only
10/Edit All to modify entire query, or press <ENTER> to execute "as is."
  Saved Name                                Date Last  Time Last  Date
Last
  Description  Query File  CTS PCT AVG SUM      Saved      Saved      Used
  -----
1  X-----X   X-----X   X  X  X  X  MM/DD/YYYY  HH:MM:SS
MM/DD/YYYY
  X-----X-----X
2  X-----X   X-----X   X  X  X  X  MM/DD/YYYY  HH:MM:SS

```

This option should be used carefully; a deleted profile cannot be restored, but must be completely redefined and saved by going through all the Adhoc Query process screens as described in Section 2 of this Appendix.

ATTACHMENT 1

HRDS DATA FIELDS

This attachment lists the fields that can be selected when "averages" are desired as part of an Adhoc Query. The fields are shown for each of the HRDS Files available in the Adhoc Query.

**HRDS Main Data File**

A/L Carry over Balance  
Adjusted Salary Amount  
Annual Adjusted Salary  
Annual Leave Used YTD  
AUO Projected Annually  
Base Pay YTD  
Empl. Length of Service  
Employee's Age  
FICA  
Govt Paid Benefits - FYTD  
Govt Paid Benefits - PP  
Hospitalization Benefit  
Life Insurance Benefit  
Leave without Pay Hours  
Leave without Pay YTD

Medical Benefit  
Pay Grade  
Pay Period Salary Amount  
Projected Use or Lose Hrs  
Retirement Benefit  
Salary Hour Amount  
Salary Yearly Amount  
Sick Leave Used YD  
Thrift Contributory  
Thrift Basic  
Transaction Amount Week 2 (Overtime)  
Transaction Amount Week 1 (Overtime)  
Transaction Hours Week 1 (Overtime)  
Transaction Hours Week 2 (Overtime)  
Work Schedule Hours

**HRDS Pay History File**

Adjusted Salary Amount  
FICA  
Govt Paid Benefits - FYTD  
Govt Paid Benefits - PP  
Hospitalization Benefit  
Life Insurance Benefit  
Medical Benefit

Pay Grade  
Retirement Benefit  
Salary Pay Period  
Scheduled Salary  
Thrift Contributory  
Thrift Basic  
Work Schedule Hours

**HRDS Nature of Action File**

Pay Grade

**HRDS Award File**

Current Cash Award  
Pay Grade